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# Example of Accounting Consultant Job Description

Our growing company is looking for an accounting consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting consultant

* Prepares filings, testimony and defense of company positions, on legal and regulatory matters
* Identifies and coordinates data and systems improvements
* Involved in the training of co-workers, subordinates, and new employees
* Collaborate with other departments and divisions, including Finance, Pricing, Industry Relations, Client Management, and Regulatory Reporting
* Monthly close and related processing and development and preparation of analysis for the consolidated Life financials
* In addition, the SR.Cost Accountant will undertake Metrics, assist controller with special projects, training and participate in budget as needed
* Hands-on fund conversion support including all aspects of loading balances, transactions and performing general ledger and holdings reconciliations for global fixed income funds
* Assist a client in the implementation of new system features
* Conduct training & participate in operations analysis and workflow reviews
* Work with Consulting Manager to provide subject matter expertise for prospective professional service opportunities

## Qualifications for accounting consultant

* ERP savvy is an understatement
* 5+ years related experience in consulting, and ERP solution analysis, selection and implementation is required
* General business knowledge and experience in working with clients and managing multiple projects
* 5-10 years of experience in private/public accounting working directly with clients
* Strong technology skills including proficiency with the Microsoft Office Suite and accounting solutions such as QuickBooks and NetSuite (preferred)
* Team player with a positive attitude and a willingness to learn new things and accept new challenges