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# Example of Accounting Consultant Job Description

Our innovative and growing company is looking for an accounting consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting consultant

* Prepare and maintain monthly financial and assist in audit preparation
* Perform periodic cost analysis and produce related variance reports
* Facilitate month end close and account reconciliation
* The successful candidate will be responsible for all aspects of Revenue accounting for APJ, or additionally assigned regions
* Responsibilities include monthly accounting close, balance sheet reconciliations, revenue recognition guidance and other Corporate accounting policy
* The Accounting Manager will also be responsible to ensure compliance to policies and accounting guidelines, internal controls
* Perform month-close procedures
* Perform monthly budget vs
* Preparing and filing the quarterly and annual SEC Forms 10-Q and 10-K as required for all publicly traded companies filing the quarterly and annual statutory financial statements as required by state insurance departments and the NAIC
* Enforcing and ensuring compliance over financial reporting through the implementation of new accounting standards and reporting guidelines issued by the FASB, SEC and NAIC

## Qualifications for accounting consultant

* Will lead/supervise support and business group employees in a matrix situation
* Seasoned ability to multi-task
* A strong sense of urgency to handle a variety of projects and meet required deadlines, adaptability to deal with urgent and/or unexpected client matters that may arise
* Willingness to learn the Firm’s other services and make appropriate client connections
* A degree in economics, finance, accounting
* XBRL tagging knowledge is preferred