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# Example of Accounting Director Job Description

Our company is looking for an accounting director. 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 director

* Oversight of incentive compensation accounting
* Conduct periodic financial analysis, including financial position, cash flow projections, and revenues and expenditures
* Oversee all corporate billings, taxes, accounts receivable, and accounts payable
* Oversee organization¡¦s payroll (internal and external) including deductions and reporting
* Oversee the petty cash, check requests, purchase orders processes
* Oversee the development of 990s, Certified Audited Statements, and Federal A-133 Statements
* Conduct research and produce literature on financial systems and administration
* Conduct, attend, and participate in internal meetings to maintain and improve professional competence
* Responsible for timely completion of the month end close process by working to streamline activities and accelerate the close timeline
* Provide support to business development activities, including the analysis of potential acquisitions, divestitures

## Qualifications for accounting director

* Experience interacting with standard-setting organizations (FASB, EITF, IASB, IFRIC)
* Ability to work in a complex environment with diverse personality types
* All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, protected veteran status, or disability status
* CPA and/or public/private mix
* Prepare monthly bank reconciliations on all operating cash and investment accounts
* Prepare and post all journal entries