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# Example of Accounting Director Job Description

Our company is hiring 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

* Lead Auto & Home accounting function
* Provide oversight and lead teams to ensure integrity in financial records sent to general ledger from business systems sending accounting feeds to the general ledger
* Provide year-end financial statement to external auditors, prepare the statistical section of the financial report, and coordinate production of audited annual financial report
* Regularly review the general ledger and internal financial statements for completeness, accuracy and compliance
* Prepare financial statements and analysis as needed for department, management, and committees
* Lead ERP consolidation projects
* Assist in interviewing and hiring personnel
* Prepare, manage and coordinate annual audit and tax compliance with outside auditors and consultants
* Establish and monitor processes and controls to ensure non-routine transactions, including but not limited to foreign currency and hedging transactions, are identified and properly accounted for on a timely basis
* Ensure periodic fund NAV, investor reporting, and financial reporting deliverables and deadlines are being met as per agreement with external administrators

## Qualifications for accounting director

* BA/BS degree in Finance or Accounting required
* 7-10 years experience in finance/accounting required
* A Bachelors in Accounting or Finance is required CPA
* Oversee Production Accounting Staff, Analyst and Clerks
* Must possess excellent communication and supervisory skills
* Deal with employee performance issues