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# Example of Accounting Lead Job Description

Our company is growing rapidly and is hiring for an accounting lead. 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 lead

* Complete understanding of general accounting processes, systems, roles and efforts required to reach objectives
* Coordinate and gather budget and forecast assumptions for all applicable areas to increase accuracy
* Provide analytical review to confirm accuracy of reported net operating margin results for each utility and drivers for variances from budget, prior year, and forecast
* Coordinate and oversee the completion of critical regulatory work papers in support of PGA, ACA, ISRS, and General rate case filings
* Perform other quarterly/annual projects as needed
* Work in coordination with other areas (Operations Controller, Organic Growth, Customer Experience, Regulatory, Tax, among others) to ensure transparent communication and seamless information transfer between impacted parties
* Assist in the departmental leadership of talent review and succession planning activities to identify gaps and critical roles
* Requires supervision of 3 – 5 direct reports
* R2R month end closing process coordination
* Balance Sheet accounts review

## Qualifications for accounting lead

* Ability to maintain stable performance under pressure or opposition (such as time pressure or job ambiguity)
* Must have beginner level skills with Microsoft Excel/Word/Outlook, basic office equipment, and 10-key
* Great vision to provide insight and foresight to management team and turn analytical to corrective actions
* Has experience in managing a medium-size team (3-5)
* Strong proficiency in MS Excel and PowerPoint Presentation
* Knowledgeable in Sarbanes Oxley