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# Example of Accounting Leader Job Description

Our innovative and growing company is looking to fill the role of accounting leader. 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 leader

* Participate in the month and quarter end close process and related responsibilities for the accounting department including reviewing other team members’ work
* Direct and oversee of the preparation of timely, accurate monthly financial statements including cash flow analysis, P&L review, Highlights reports
* Review process of preparing and reviewing monthly balance sheet reconciliations, suggest and implement ways for improvements
* Work toward establishing a team environment that fosters a culture of Safety and Quality as the foundations of what we do
* Apply the Task Standardization Process to assigned areas to unplanned incidents required to prevent recurrence
* Write new and correct existing documents to reflect current work practices
* Establish systems for production management to sustain production goals with minimal intervention
* Handle large volume of both guest and Sales/Catering inquires
* Organize and file daily banquet event orders (BEO’s)
* Input and submit FIT’s invoices weekly

## Qualifications for accounting leader

* Ability / willingness to work overtime at short notice to ensure the daily completion of team workload, including public holidays
* Minimum 1 year of experience in similar position
* University degree (EconomicsFinanceAccountancy preferred)
* Experience of South Africa and other African countries
* Provides direction and leadership
* Accomplishes tasks while through collaboration with functional area(s)