Downloaded from <https://www.velvetjobs.com/job-descriptions/accounting-manager-senior>

# Example of Accounting Manager Senior Job Description

Our company is growing rapidly and is looking for an accounting manager senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting manager senior

* Hire, train, evaluate, direct, supervise, review work
* Assist with SEC documents such as the Form 10-Q, Form 10-K, and Registration Statements, investor relation materials
* Partner with External Reporting team to support the development and execution of plans to implement the new revenue recognition standard
* Review and approve journal entries and balance sheet account reconciliations to support monthly, quarterly and annual consolidated and statutory financial statements
* Obtain satisfactory results in all internal & external audits
* Ensure the Business Unit BCP plans are tested and reviewed on a regular basis
* Build a high performance team that emphasised improving quality and efficiency of deliverables within area of responsibility
* Develop talent management plan to ensure we attract and retain top talent to the group & have effective management of succession needs for all critical roles
* Ensure all new employees are appropriately trained and coached
* Provide leadership to the group through effective communication, on-going team meetings and by “walking the talk”

## Qualifications for accounting manager senior

* Ability to establish and communicate goals and objectives, defines methodologies, tasks, and activities, and clearly describe roles and responsibilities for performing to personnel
* Experience leading and managing an accounting team
* In-depth working knowledge of PRC company and employee tax laws, tax equalisation, and experience of tax filling and corporate licenses especially financial institution in China
* Occasional travel to mainland China (for HK base only)
* Provide a quality control function, ensuring that financial statements are accurate before being submitted to auditors
* 5-7+ Years Public/ Private Accounting Experience (Must have Big 4 Experience)