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# Example of Accounting Manager / Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounting manager / supervisor. 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 manager / supervisor

* Preparation and Review of monthly Accounts Receivable Aging with CEO & CFO
* Preparation of monthly write-off reports , if necessary, in a timely manner
* Monthly and fiscal year-end close processes, including accruals, write-offs, and reviewing / reconciling A/R related accounts
* Responsible for Acquisition and Recruit Accounting, Quarterly Forecasts, US Cash Management, US Treasury Function, Compensation and Benefits Accounting, system enhancements and ad hoc reporting
* Review, understand and ensure proper accounting for acquisitions and recruits by interpreting associated legal documents
* Manage US consolidated banking platform
* Other key statistical reports
* Prepare Stat to US GAAP reconciliation and assist in statutory filings
* Review customer contracts for proper revenue recognition in accordance with company policy and US GAAP
* Serve as a liaison between local team and US team

## Qualifications for accounting manager / supervisor

* 4 - 8 years of GL and transactional accounting
* Strong tenure - no more than an average of 1 job each 3 years
* Desire to develop your skill set and career
* Ability to "think outside the box" and "take pride in your work"
* Peachtree experience a plus!
* Two years prior accounting experience desirable