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# Example of Accounting Manager / Supervisor Job Description

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

* Process payroll for approximately 100 employees (part-time, full-time, and salaried employees)
* Act at the main HR Officer in the organization and handle application screening, new employee onboarding, reference checks, posting open positions, and other duties as assigned
* Analyze revenues, commission and expenses to ensure they are recorded appropriately on monthly basis
* Prepare month account reconciliations
* Reconcile use tax account
* Use tax and personal property tax filings
* Backup HR and payroll functions
* Month, qtr, year end close
* Software systems assistance, cash flow forecasting, and debt/equity swaps
* Property accounting including CAMS, AR, AP, & cash and accrual accounting

## Qualifications for accounting manager / supervisor

* Intercompany/multiple entity experience
* Microsoft Dynamics Great Plains
* Fixed assets a plus
* Bachelors degree in business, accounting or related
* Experience supervising 2 plus employees is required
* Self-directed attitude