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# Example of Accounting Manager / Supervisor Job Description

Our growing company is looking for an accounting manager / supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting manager / supervisor

* Overseeing accounting staff
* Only qualified candidates will be contacted and considered
* Oversight of AP/AR, payroll, and accounting operations functions
* Oversight of HR functions, safety, and benefits administration
* Supervision of clerical/administrative staff
* Observing and implementing company policies and procedures
* Manage the preparation of the annual report
* Direct financial audits and provide recommendations
* Handle the financial/tax compliance activities
* Handle the AP/AR tasks

## Qualifications for accounting manager / supervisor

* 2+ years of Audits (Internal or External)
* Oracle ERP a plus, International organizations a plus
* Hard worker that is career driven
* Bachelor's degree in Accounting or similar related field
* Have significant accounting ERP experience (Infor systems is a plus)
* Experience documenting and implementing processes