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# Example of Accounting Manager Job Description

Our company is looking to fill the role of accounting manager. 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

* Managing the external audit and tax reporting processes with Big 4 firms
* Mentor a highly capable Accounting/Compliance team through the ongoing attraction, development and retention of skilled financial professionals
* Evaluate internal accounting environment and collaboratively lead process improvements and change
* Implementing new accounting procedures as needed to improve month end reporting
* Maintaining approved accounting policies & practices throughout the company
* Setting up new accounting entries
* Supervising daily, weekly and monthly workflow of accounting staff
* Coordinate with operating entity's accounting department regarding intercompany accounts and consolidation
* Review contractual agreements and determine appropriate accounting treatment
* As the Accounting Manager, you will be reporting to Finance Director and leading 5 staff including AP, AR, Cashier, Your will be responsible for regional reporting, compliance, system implementation process improvement

## Qualifications for accounting manager

* Assist external and internal auditors as appropriate
* Responsible for preparation and timely completion of the annual budget
* Reviewing expenses
* Establish and maintain effective communication with business unit personnel – booking, ticketing, marketing, legal, etc
* To oversee the capital expenditure reconciliation and spending in coordination with the chief Engineer
* Demonstrated ability to maintain confidentiality of privileged and sensitive information