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# Example of Accounting Manager Job Description

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

* Directly supervise accounting group consisting of three Senior Accountants and one Staff Accountant
* Manage accounting department
* Interview and train accounting staff when growth dictates the need for additional personnel
* Define and implement consistent processes across the teams to facilitate open communication channels with operating companies to be aware of and plan for potential payroll-impacting changes, and pass appropriate information back to payroll teams to enable proactive preparation
* Assist with interpretation and completion of activities related to pay policies, calculations, processes to support accuracy and compliance of payroll for operating companies
* In cooperation with Payroll Operation Managers, drive process to review, design, and document payroll processes based on the operating companies' nuances to customize payroll activities for each operating company
* Organize and facilitate ongoing development, evaluation and maintenance of documentation (e.g., Standard Operating Procedures, Work Instructions) to ensure complete, accurate, and up-to-date depiction of processes
* Providing assistance regarding technical accounting issues and practices, process improvements
* Review all SEC reports, GAAP audit reports and financial reporting sections of shareholder external communications, such as the quarterly earnings release and Investor Supplement
* Perform frequent reconciliations of petty cash, accounting for all expenses, receipts, and money assigned to the division

## Qualifications for accounting manager

* Assemble, interpret and prepare formal summaries of activity in specific financial accounts
* Provide leadership and guidance to the planning, organization, direction and control of the External Reporting team
* Manage and develop a highly efficient, high performing and robust External Reporting Team
* Working closely with the Corporate Controller, continue to develop and build the External Reporting Team structure required to support the expanding and increasingly complex regulations
* Set clear and measurable goals and objectives for the team and individuals, ensuring performance assessments are completed in line with the corporate requirements
* Present to the Directors and Executive Management