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# Example of Accounting Manager Job Description

Our innovative and growing company is looking for an 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

* Compiling, entering and posting monthly
* Maintaining records within the department
* Preparing assigned financial reporting schedules
* Day-to-day functions of the back office (Cash management and reporting, Accounts Payable/Receivable, General Ledger, collection, posting cash, processing and following up charge backs)
* Recording revenue and expense accruals and ensure timely and accurate monthly and quarterly close
* Assisting CFO with financial analysis, budgeting and forecasting
* Supervising temporary and permanent personnel payroll including weekly consultants’ payroll, internal staff payroll, and commission payments
* Performing month-end closing process, including Fixed Asset schedule reconciliation and depreciation
* Assisting in performing variance and trend analysis for key general ledger accounts or reports, including variances to forecast, budget and prior year
* Assisting with bank transfers/funding and daily/monthly cash flows

## Qualifications for accounting manager

* Reviewing and updating product costing, inventory valuation and reconciliation by physical location
* Compiling, analyzing and preparing of Funds financial data and operating metrics
* Investor capital calls and distributions
* Completion of quarterly investor questionnaires
* Due diligence information requests from investors during fundraising
* Liaising with other real estate finance teams to compile data for due diligence questionnaires