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# Example of Accounting Policy Job Description

Our growing company is looking for an accounting policy. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting policy

* Review and maintenance of established Group accounting procedures and policies, ensuring ongoing accuracy with commercial and IFRS developments, compliance and consistency across the Group
* Leading a team of specialists to provide accounting advice to senior management in the U.S. Retail and Insurance businesses on complex transactions, considering such items as the impact on the Bank’s Key Performance Indicators, capital, This also entails working with senior management in Credit Risk, Treasury and Balance sheet management, Taxation and other relevant groups and requires the use of significant professional judgment in determining an accounting recommendation
* Leading the implementation of certain accounting standards, by driving consensus among various executives across the Bank, , Business Units, Risk Management, Capital, Tax, Investor Relations, Internal Audit, , to successfully complete the adoption in a timely manner
* Work with the various business units and corporate functions to apply existing and evolving standards
* Help in producing and maintaining technical guidance distributed and presented firm-wide
* Develop accounting and regulatory policies and periodically update policies as new guidance is issued
* End-to-end 10Q and 10K reporting cycles 401k Annual Report and Statutory Filings
* Use of Webfilings software to draft the SEC filings and Edgarize the content
* Partnering with the Operational Accounting Team for seamless collaboration
* Technical accounting research regarding complex new and proposed transactions, especially in the M&A space

## Qualifications for accounting policy

* Must demonstrate excellent written and verbal communications skills with the ability to communicate clearly with the Bank’s executives the external auditors
* Must demonstrate organizational awareness and the ability to mange strong relationships within and across multiple businesses
* Must possess advance facilitation, influence management and consensus building skills
* Desire to proactively build and lead a value added Finance function and team
* Previous experience in auditing and reviewing 10-Q and 10-K
* Big 4 or a combination of public and private strong technical accounting experience