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# Example of Accounting & Reporting Job Description

Our innovative and growing company is looking for an accounting & reporting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting & reporting

* Management of small staff
* Prepare and maintain full set of accounts for multiple clients and ensure high standard of compliance and accuracy
* To provide support to team members and supervise subordinates to ensure service excellence and on time delivery to clients
* To ensure timely and accurate completion of statutory returns and reporting based on local tax rules and regulations
* To provide timely business support to various stakeholders
* To ensure compliance with GST rules & regulations
* Maintain good client relationship and attend to clients' queries and requests professionally
* Liaise with external parties, auditors, tax agents, bankers and relevant authorities
* Manage ad-hoc assignments when required
* Provide functional guidance from an accounting perspective for business transactions to ensure accurate accounting and financial reporting

## Qualifications for accounting & reporting

* 5-7 years’ experience processing U.S. multi-state payroll and tax filings
* Accounting or Finance BA/BS degree
* Maintain company policies and procedures to be in line with current US GAAP guidelines
* Intermediate knowledge of financial products (ex
* Minimum 6 years of experience in Financial Accounting or Regulatory Reporting area
* Minimum 7 years experiences in general accounting & reporting or other accounting function including 3 years specialised in or have competent knowledge in Book to Report processes