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# Example of Accounting Senior Manager Job Description

Our company is hiring for an accounting senior manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting senior manager

* Oversee preparation of monthly financial statements by the 5th of the month
* Works with upper management to make office hiring and discipline decisions
* Oversees preparation of payroll and payroll records
* Provides general manager and other managers with necessary financial information, including Daily Operating Report
* Ensures that necessary controls are in place to safeguard dealership assets
* Trains, supervises, and assists office staff
* Oversees additions and modifications to inventory
* Assists in Human Resource compliance
* Prepares daily cash sheet
* Ensures that annual external audit requirements are met

## Qualifications for accounting senior manager

* BA/BS degree in Accounting/Economics and CPA, ACCA or equivalent certification
* Solid knowledge of Italian GAAP, statutory filings and other regulatory requirements
* Experience with complex (compliance) processes
* Fluent Italian and English are mandatory
* Professional certification (CPA, Dottore Commercialista or equivalent) + relevant experience
* Strong PC skills and advanced proficiency in Excel