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# Example of Accounting Services Job Description

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

## Responsibilities for accounting services

* Provide oversight of the New York based team supporting the US parent with verifying journal entries are properly supported and recorded based on US GAAP
* Apply acceptable work quality with attention to detail and minimal errors
* Prepare accounting position memos on barter transactions, revenue recognition on complex transactions, acquisitions, investments, VIE treatment
* Administers and processes payroll for clients, including updating payroll systems with new and terminated employee information, pay rates and deductions
* Project manages client assignments simultaneously with effective use of project management techniques and organization of resources to ensure achievement of objectives
* Engage with clients and colleagues on technical accounting and control-related issues to provide research guidance and give recommendations for potential solutions
* Establish credibility as a trusted advisor
* Review team progress to ensure compliance with work program and professional standards
* Create and maintain client financial transactions records using Intacct, Yardi and QuickBooks
* Compile financial reports for client management, such as cash revenue and expenditure analysis, accounts payable and receivable, and other KPI and BI items pertinent to operation of business

## Qualifications for accounting services

* Completed an income tax course
* Ivy Tech candidates will be in their second year of the accounting program
* Knowledge and proven strong working experience with QuickBooks preferred
* Proficient with Excel (formulas, pivot tables)
* Associates in Accounting is a plus
* Two or more years of accounting experience