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# Example of Accounting Services Job Description

Our company is looking for an accounting services. 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 services

* Establish and monitor compliance with internal accounting controls deemed necessary to ensure integrity of financial transactions, reporting and activities
* Advise, mentor, evaluate, and motivate direct reports as necessary
* Lead department activities related to process improvements and standard work
* Provide significant contributions to month-end close with timely and accurate accounting/reporting relating to areas of responsibility, including card securitization and/or derivatives
* Produce reporting/disclosure data for SEC/Regulatory/Consolidations teams and securitization filings
* Support a strong control environment, ensuring compliance with key SOX/other controls
* Overall responsibility for delivering services to UTAS, Pratt & Whitney, and various subsidiary general ledgers, including HFM submission and all related deliverables to the UTC Consolidations group
* Responsible for the accounting of intercompany transactions of UTAS and Pratt & Whitney
* Responsible for maintaining all necessary internal accounting controls and ensuring compliance with Sarbanes-Oxley for Centralized Accounting Services
* Lead and participate in CAS initiatives in support of the UTC Finance ACE initiatives

## Qualifications for accounting services

* At least 7+ year’s progressive experience in Accounting with strong emphasis on large centralized accounting functions or shared services model / internal service delivery
* Applying knowledge of US GAAP, internal controls, and financial reporting
* Proving understanding of job costing, process costing, standard costing, inventory valuation, in manufacturing or distribution
* Comprehension of Foreign Exchange, Currency Translation, and Consolidation experience preferred
* Past practice using NetSuite ERP
* Working in a paperless environment