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# Example of Accounting Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounting supervisor. 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 supervisor

* Accumulates, analyzes, and reports management accounting information
* Assists in preparing and monitoring operation and capital budgets
* Supports financial accounting functions in preparing monthly journal entries
* Assists in preparing entries to record standard cost transactions
* Prepares monthly financial report to shareholders
* Assist in managing adherence to policies and procedures for cash management department with a focus on process improvement
* Supervise preparation and review of bank reconciliations, daily positive pay transmissions, and monthly cash flow reports
* Record and review journal entries for payroll and other complex transactions
* Prepare, review and analyze monthly and annual financial statements (balance sheet, income statement, statement of cash flows), management reporting, and budgets including preparation or review of supporting schedules for balance sheet and income statement accounts
* Assist in monthly close process of accounts payable and the general ledger, including compilation of monthly workpapers

## Qualifications for accounting supervisor

* Ability to review, interpret, understand and analyze complex lease language
* Eight Years or more of experience
* Preferred hands-on experience with ERP systems
* Bachelor or Associates' degree in business or accounting preferred
* One to three years experience in accounting, finance, or management support activities in a manufacturing environment
* Knowledge of budgeting and activity based costing principles is a plus