Downloaded from <https://www.velvetjobs.com/job-descriptions/accounting-supervisor>

# Example of Accounting Supervisor Job Description

Our company is hiring for an accounting supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting supervisor

* Collaboration with portfolio managers
* Oversight of what administrator prepares
* Addressing specific client requests
* Completion of assigned special projects
* Performing complex assignments and analysis involving accounting projects – you would even be involved in developing a company position on complex transactions and new accounting guidance, communicating this information to senior management and regulatory organizations
* Leading project teams on specific accounting and internal control issues
* Providing leadership including functional advice and training to less experienced accountants routinely interacting with both internal and external clients
* Ensure all accounting transactions are allowable, and in compliance with HQ consolidation manual PRC accounting regulation
* Managing money transfers, including physical cash transfer and all national and international bank transfers
* Motivates team members to work towards individual and team goals and objectives and fosters an environment of teamwork and cooperation

## Qualifications for accounting supervisor

* CPA or be CPA qualified preferred
* Meets accounting financial standards by monitoring expenditures
* Prior experience serving as lead or reviewing work of staff
* Strong reporting and technical accounting knowledge
* CPA or CPA Candidate (MBA or Masters highly preferred)
* Proven track record for improving processes efficiencies