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# Example of Accounting Supervisor Job Description

Our innovative and growing company is looking for an accounting supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting supervisor

* Support business and manufacturing locations with analysis, as required
* Provide support for external audits, government and tax reporting
* Assist on terminal and warehouse inventory physical audits
* Supervise activity for 2 – 3 Staff positions
* Direct oversight of tracking payments from clients and updating/maintaining cash receipts logs
* Performs contract maintenance for Syndication and SVOD sales inclusive of updating billing plans and performing any necessary workarounds to resolve system related issues
* Reviews Off-Network and First-Run cash license fee contracts that interface to COSMOS from the Contract Administration dept’s source system, STARS
* Reconciles monthly Financial Contracts Reporting & Administration (FCRA) dept.’s file to COSMOS in order to validate and confirm the information for use in calculating WBEI’s participations & residuals liabilities and for inclusion in 3rd party statements
* Prepares the Revenue by Client report for Syndication and SVOD clients for the quarterly Footnotes submissions to the corporate Financial Reporting & Budgeting (FRB) dept
* Liaisons with various departments (Treasury, Contract Administration, other WBEI Business Units, ) to resolve payment issues

## Qualifications for accounting supervisor

* At least 8 years relevant experience in Finance position
* Be mature, independent, honest, trustworthy, integrity and has teamwork spirit
* Hands-on, self-starter, proactive and re-active as required
* Required to work both independently and collaboratively with different levels of employees
* Experienced with multi-currency
* Manage and manipulate large data sets to perform analysis and translate into manageable reporting