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# Example of Accounting Team Lead Job Description

Our growing company is looking for an accounting team lead. 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 team lead

* Supporting development of accounting policies and providing accounting guidance to key stakeholders
* Shaping processes and leading the development of associated procedural documentation
* Executing ad hoc projects and initiatives that support the goals of excellency in the Corporate Accounting team
* Set standards of excellence in Corporate Accounting's General Ledger work products and provide necessary training, and hold staff accountable for adherence
* Responsible for training new employees and participating in the hiring process for new staff members
* Be available as a resource assisting in problem resolution, answering staff questions, and provide coverage support as needed
* Continually assess the effectiveness of established procedures
* Assist in maintaining policies and procedures and ensure all assigned responsibilities are performed in an efficient manner meeting established timeliness and quality standards on a day-to-day basis
* Assist in the completion of projects related to new initiatives
* Establish and meet deadlines, provide consistent feedback to management on the status of deliverables, summary of action taken and planned next steps to effectively reach the stated goal of the project

## Qualifications for accounting team lead

* Knowledge and experience in Fixed Assets systems
* 7+ years’ related Controller and/or Accounting managerial experience
* Solid communication and interperonal skills
* Support the RTR Accounting Specialists in the review of career development activities
* Graduate of BS Accountancy, preferably CPA
* At least 3 years experience in Accounting in a multi-national environment