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# Example of Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting

* Continue to execute and enhance LP-based reporting for Fund transparency reporting
* Assist in opening of new offices and developing proper ownership of book keeping of such new entities
* Coordinate with outer-offices
* Ensures business needs are met by evaluating the ongoing effectiveness of current plans, programs and initiatives
* Responsible for oversight of day to day general ledger
* Assisting with analysis and review of the company's financial performance by collecting, analyzing and reporting financial and statistical data
* Coordinating month-end and year-end reporting, preparing accruals and schedules, and submitting monthly and ad-hoc financial reporting packages
* Developing innovative and effective solutions to problems in financial analysis, reporting and forecasting through individual effort or as part of a team
* Month end close including entering monthly journal entries
* Accounts Payable and related reporting

## Qualifications for accounting

* Expert in AP/AR matters
* Capable of adapting to change and working in a fast paced environment
* Ability to work independently and take initiative in a very fast-paced, highly charged environment
* Fluent English and Chinese is mandatory
* Ten years of accounting experience including time within construction industry
* Proficiency in Microsoft Excel and ERP tools such as Great Plains, NetSuite, Dynamics, etc