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# Example of Accounting Job Description

Our company is looking to fill the role of accounting. 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

* Process, distribute, and administer billings for various programs and projects
* Apply strong knowledge of chart of accounts to verify coding of vendor transactions
* Create support schedules for monthly financial packages, and update as determined to be necessary based on ongoing trends and actual data
* Review and approve accounts payable invoices and expense reports timely
* The individual will be responsible for overseeing a team of Analysts and Accountants in the month end close
* Lead the budgeting/forecasting
* Assisting in month end closes
* Leads the annual physical inventories
* Establishment of a cycle count program and monitor and report results
* Assist in the preparation of annual budgets and rolling forecasts

## Qualifications for accounting

* 5-7 years of Public and Private Accounting experience
* Serves as the primary liaison between plant operations and Corporate Finance
* Establishes and maintains local site internal controls in concert with Corporate direction
* 4 year degree in Accounting or a related business from a recognized university experience in a manufacturing environment
* Exceptional Excel
* Technically able to evaluate closing detail to ensure accuracy of submissions