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# Example of Accounts Director Job Description

Our company is growing rapidly and is hiring for an accounts director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts director

* Oversee month, quarter, and year-end closing process that pertain to disbursements
* Oversee all treasury/cash management activities to ensure all corporate disbursements and various distributions are properly approved and accurately disbursed
* Assist in forecasting cash expenditures to ensure adequate availability of capital for day-to-day operations
* Manage corporate banking relationships and act as administrator for all corporate banking portals
* Manage weekly ACH and Check Runs
* Manage Ad hoc requests for clients when needed
* Distribute weekly check register and AP Aged reports
* Ensure the confidentiality and security of all Accounts Payable files
* Manage the workflow of invoices
* Provide software and AP workflow trainings to clients and internal staff

## Qualifications for accounts director

* Exceptional presentation and consultative sales skills
* Degree in Science/Food Science or an equivalent technical subject
* An outstanding track record in B2B sales within a large, international, matrix organisation
* The ability to develop lasting relationships at an executive level
* A willingness to travel extensively to visit customers across ANZ
* Minimum of 7 years of leadership level experience in the CRO, CDMO, pharmaceutical, biologic/biotech, or medical device industries which may include district management, specialty account management, marketing management, and/or product management experience or the equivalent