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# Example of Accounts Manager Job Description

Our growing company is looking to fill the role of accounts manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts manager

* Administer the FedEx online billing system
* Be Accountable for sales quota, Account success or failure, budget management and representing Reichert in the most honest and professional manner possible!
* Develop team activity/status and performance reports for management
* Assist in the annual financial statement audit
* Prepare any ad hoc reports and analysis as requested
* Oversee bank records and reconciliations
* Organise processing of supplier invoices
* Ensure payments are made to suppliers within agreed timesframes
* Record cash transactions on a daily basis
* Maintain general ledger records

## Qualifications for accounts manager

* Take ownership of the close (accruals, entries, reconciliations, financial statements)
* Responsible for the 1099 filings
* Involves understanding and controlling of the work flow of all invoices and expense claims from receipt in the department, through the onshore and offshore processes, payment to the correct supplier / staff bank account, and update onto the bank’s accounting/payment systems
* Professional accounting qualifications a significant advantage
* Minmum of 3 years experience managing the AP function in a multi-national environment
* Strong IT Skills - particularly in SAP or an alternative ERP system