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# Example of Accounts Manager Job Description

Our company is growing rapidly and is looking to fill the role of accounts manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounts manager

* Audit and reconcile credit card transactions/bills, post JEs
* Responsible for full cycle accounts payable, vendor relationships, review aging reports weekly, un-invoiced receipts report
* Responsiblefor all tax and statutory compliances including timely filing of returns
* Responsiblefor STPI, Import & Export documentation
* Responsiblefor preparation of financials and co-ordination of audits
* Co-ordinationof TP study documentation & support in TP assessments
* Supportvarious direct/indirect Tax assessments
* Compliancewith regard to TDS, External forex remittances, and day to day direct andindirect tax compliances
* Develop strong relationships across the customer’s organization and deeper within the organization to influence decision makers at all levels
* Be able to lead and navigate a sales campaign through multiple levels in a complex organization

## Qualifications for accounts manager

* Ideally have SAP and Readsoft experience
* Strong IT skills including financial systems
* Available to start mid - end of July 2015
* Proficient in MS Outlook, Excel, Word, PowerPoint
* Manufacturing industry preferred
* Approving all Bulk Stock Purchase Invoices