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# Example of Accounts Manager Job Description

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

## Responsibilities for accounts manager

* Assist Divisional Vice Presidents, Area Vice Presidents, Regional Sales Directors and Regional Sales Managers in the development, implementation, and management of strategic initiatives within targeted accounts and geography
* Execute the monthly Project Accounting update for CWIP (Construction Work in Progress) by interacting with IT, R&D, and Marketing project managers and/or budget owners to document status of our key Capital projects
* Provide excellent support and customer service to our internal customers, including Financial Planning & Analysis (FP&A) team members so that they have the information they need to help drive the business and hold budget owners accountable to quarterly and annual budgets
* Support our Accounting Manager and team members by assisting in other accounting areas as needed
* Supports company’s Sarbanes Oxley and ISO compliance activities, including being an active participant to help ensure a successful interim audit and a successful year-end audit when our external auditors perform their audit procedures
* Three direct reports in accounts payable
* Perform deep dive of process and gap analysis
* Establish and maintain operational procedures and controls
* Lead accounting related projects
* Initiate human resource planning, selection and resource allocation activities that support the accounting team's productivity and effectiveness

## Qualifications for accounts manager

* Working knowledge of MS Word, Excel, Gmail and Google Docs
* MUST be advanced in excel-Pivot tables, V-look ups
* Three or more years of experience in a leadership role managing a staff of five or more
* Knowledge of and experience in pharmaceutical industry (minimum 10 years)
* Must be able to manage staff and effectively lead cross-functional groups
* 10 years related work experience in accounts payable