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# Example of Assistant Accounting Manager Job Description

Our company is looking to fill the role of assistant accounting manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant accounting manager

* Regularly review the effectiveness and efficiency of existing systems and controls and take action to continually enhance service delivery, improve processes and reduce potential complaints and business risks
* Responsible for general ledger, bank reconciliations, and accounting functions
* Deputise for Scheme Accounting Manager when applicable
* Provide timely communications with department on company policies and procedures, departmental policies and procedures any personnel issues, including informal feedback annual performance reviews
* Reviews self-audits to implement process improvement action plans
* Will manage a team of staff accountants to support region internal customer service goals meeting pre-established metrics
* Minimum 2 years people management experience at supervisory capacity
* Chartered Accountant or Certified Public Accountant is required
* Ability to evaluate compliance to US GAAP methods
* Experience of designing and implementing new policies and procedures will be advantageous

## Qualifications for assistant accounting manager

* The ability to establish effective working relationships - with a strong client focus
* Effective time management and the commitment to work to tight deadlines'
* The ability to work as part of a team, capable of assuming different roles
* A second language - although this is not essential
* CPA, CFA, MBA, ACCA, CIMA a plus
* Strong experience using ancillary software