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# Example of Assistant Manager, Accounting Job Description

Our growing company is hiring for an assistant manager, accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant manager, accounting

* Recruit, coach and manage interns
* Review and sign off on daily valuations
* Assist with ad hoc projects related to the fund administration team
* Ensure valuations are calculated in accordance with procedures and verification/review of all daily controls
* Promote a suitable control environment for the production of the fund valuation to minimize unit pricing errors
* Maintain and update fund valuation procedures ensuring all team members are aware and performing to the required standard
* Review of assets and liability matching reports and minutes
* Ensure all errors on funds or reconciliations are identified and resolved in a timely manner and communicated to the relevant stakeholders
* Assist with ad hoc reporting as allocated
* Perform performance management meetings with team members

## Qualifications for assistant manager, accounting

* Bachelor’s Degree in Accounting or equivalent with CPA preferred
* 3-4 years of experience in handling a full set of accounts
* Prior experience working in the Big 4 accounting firms will be a plus
* Familiarity with Oracle and Peoplesoft is a plus
* Supervisory experience (team size of 3 – 4 pax)
* This position is open only to Singaporeans and PRs