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# Example of Assistant Manager, Accounting Job Description

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

## Responsibilities for assistant manager, accounting

* Support documentation of all aspects of the Process in detail including Process and system Manuals, Process Flows and Detailed Process Maps
* Support Insurance Finance Business Partner Support’s projects in all phases (Analysis, Design, Implementation and Close)
* Reconciliation, control and analysis of Finished Goods and Bulk Ingredient inventories between the General Ledger and associated subsystem details
* Provide monthly analysis of slow moving and obsolete finished goods inventory and recommended reserve provisions for inventory valuation
* Control and reconciliation of inventory for third party provided pallets
* Assist in the management of the quality hold process between the inventory system and the QA Department
* Manage the setup of third party managed warehouse locations in the ERP system
* Direct and manage the disposition of obsolete inventory to the donation channels or disposal when necessary
* Ensure event expenses post to correct org
* Serve as department daily contact for all Concession repairs, renovations and construction

## Qualifications for assistant manager, accounting

* Minimum three years’ experience supervising multiple staff
* Degree holder in Accounting or related disciplines, semi qualified Certified Public Accountant or Chartered Financial Analyst would also be considered
* Minimum 3 years of relevant experience in finance reporting / MIS / external audit experience
* Excellent analytical skills, acumen in Accounting, Finance & Controls logic
* Self starter, detail oriented with capacity to work independently
* Good communication, interpersonal and influential skills