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# Example of Business Accounting Job Description

Our growing company is looking for a business 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 business accounting

* Forecasts financial requirements
* Monitors revenue and expenses
* Maintains accounts
* Establishes internal controls
* Performs timely, client-facing accounting and small business financing services, including accounting, corporate and personal taxes, payroll, sales tax, tax resolution, and new business setup
* Keeps company’s and clients’ information confidential
* Upholds the firm’s core values of professionalism, responsiveness, and quality
* Updates certifications and job knowledge through participation in educational opportunities, reading professional publications, participating in professional organizations, maintaining personal networks
* Development of processes
* Experience developing relationships with internal and external contacts

## Qualifications for business accounting

* Bachelors degree in Accounting, Finance, Information Systems, Business Administration or related degrees
* Must be able to work well under time constraints, pressure and handle multiple tasks with changing priorities
* Must be able to work a shared rotating customer support schedule including after hours and weekends every 6 to 9 weeks
* Some amount of travel will be necessary as part of the project team and for research, consultation, implementation and training
* 3+ years in business or financial analyst role
* Expertise in quantitative and qualitative analysis