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# Example of Chief Accountant Job Description

Our company is hiring for a chief accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for chief accountant

* Ensure that company financial statements and accounting records are correct, accurate, and that every transaction complies with company policy, local tax regulation statutory requirements
* Coordinate, review and prepare monthly financial statements
* Work with Assistant Director of Finance & assist in the supervision of finance office staff by giving guidance and support
* Coordinate Internal and External Audit requests for supporting documents and other related materials
* Prepare, document, and enter monthly journal entries
* Maintain the general ledger data integrity
* Tax compliance, incl preparation of tax returns
* Participation in projects and other duties on an ad hoc basis
* Ensure the timely and accurate month and year end group reporting in line with Group reporting requirements for entities in Italy and Switzerland
* Work with Infrastructure businesses global controller team to plan and advise overall financial controllership structure, including organization, system, and process control procedures

## Qualifications for chief accountant

* Forecast revenue – update regularly in line with change orders , forecast project costs to complete
* Previous experience in global consolidation accounting & reporting
* Experience within the Commercial Vehicle industry
* 5 years of professional experience within the functional area demonstrating profound GL process knowledge
* 2-3 years of experience from similar role as accountant
* MSc level (or equivalent) with above average graduation