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# Example of Client Accountant Job Description

Our growing company is hiring for a client accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for client accountant

* Work directly with Corporate Controller to apply best practice accounting processes and ensure internal control procedures
* Managing, developing and training Part Qualified and Trainee staff who are responsible for a range of duties including (but not limited to) the posting of primary accounting entries and monthly management accounts for clients
* Prepare accounting records for use by client's management
* Reviewing bill payment of individual and entity clients
* Maintaining books and records for individuals and businesses
* Preparation of balance sheets and income statements
* Special projects and other requests as needed
* Preparation of annual and monthly accounts including budgets and forecasts
* Main point of contact for auditors
* Overseeing Account Payable Function

## Qualifications for client accountant

* 5-7 years of property management accounting required/real estate experience and commercial property management preferred
* Advanced level of IT skills is essential, notably expert competency level with Microsoft Excel and Word
* Proven ability to prioritize tasks and work to high level of accuracy in a high volume and busy environment
* Strong communication skills – ability to adapt communication style to clients, peers within different departments across the organization and management
* Demonstrates strong client service focus
* ACA/ACCA/CIMA/CPA Qualified or qualified through experience