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# Example of Client Accountant Job Description

Our company is looking to fill the role of client accountant. 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 client accountant

* Preparation of cost centre reporting
* Debtors Reporting
* Prepare Balance Sheet and cash flow statements
* Prepare balance sheet Control Accounts
* Responsibility to ensure strict deadlines are adhered to
* Prepare tax returns for individuals, partnerships, corporations and foundations
* Prepare quarterly estimated tax filings for individuals
* Correspond with tax authorities, as required
* Ensure that books and records are maintained accurately, including adjusting journal entries
* Maintain excellent communication with clients, their advisors, outside professionals, vendors and other departments within the firm

## Qualifications for client accountant

* Experience in SAP essential
* Experience in implementing system and process improvements
* Able to handle multiple deliverables
* Strong understanding of end to end financial processes including planning, budgeting & forecasting
* Ability to gain understanding of diverse business units processes and how these translate to system requirements
* Ability to assess and challenge business processes and drive standardisation and best practice \*