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# Example of Client Accounting Job Description

Our growing company is looking for a client accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for client accounting

* Works closely with CIS and Corp I.T
* Ensure that new team members are properly oriented and trained
* Assist with Payroll entry
* Verify contracts, purchase orders, and vouchers, and prepare reports to substantiate individual transactions prior to settlement
* Control over day to day accounts / Book-keeping of client companies
* Preparation / review of monthly/quarterly/yearly management reporting
* Taking care of all statutory compliances such as Income tax (Advance tax, TDS, Annual Filing), Service Tax (Reverse Charge, Payment, Input Credit, Refund, filings), VAT, FEMA, Company Law
* Preparation of Financial Statements under I-GAAP
* Audit assistance to client companies
* Explore the opportunity of any new work from existing client

## Qualifications for client accounting

* Must be able work collaboratively within a multi-disciplinary team, independently
* Customer and results oriented, with a passion for ownership
* Computer Operations – advanced, proven knowledge of Microsoft Office products and an understanding of the impact of technology
* Independence - ability to work independently without close supervision in a team environment, self-starter
* Time Management Skills– must be able to manage multiple activities and move from project to project quickly and accurately
* Must have at least 1-2 years of experience in a business related field