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# Example of Client Accounting Job Description

Our growing company is looking to fill the role of client 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 client accounting

* Coordinate with other Client Accounting groups to implement non-standard billing arrangements
* Provide relevant knowledge and support to others in the firm in a manner that increases the level of understanding of Client Accounting processes
* Oversee accounts payable, accounts receivable, payroll, credit, collections and cost accounting/inventory
* Develop and maintain documented system of accounting policies and procedures
* Develop new business opportunities in line with company objectives
* Analyze market opportunities and develop market share statistics for business development
* Prepare proposals for new/existing clients
* Monitor and control the billing, debt recovery and credit control actions in the Department
* Provide authorized signatory for payment instruction, and ad hoc assistance for Finance Division
* Work with HR on recruitment activities, performance review and employee relations matters

## Qualifications for client accounting

* Demonstrating initiative and willingness to lead, make decisions, and work independently
* 2+ years managing a staff in a pay-for-performance environment
* 4-6 years of experience mix of public and corporate industry in manufacturing or distribution
* Bachelor Degree (or currently in pursuit of Bachelor Degree)
* Prior accounts payable/receivable experience preferred
* Organized, detail oriented self-starter