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# Example of Compliance Accounting Job Description

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

## Responsibilities for compliance accounting

* Operational Due Diligence.Working closely with the MD – Investment Ops & RM, conduct operational due diligence on the trustee/custodian and current and prospective investment managers and vendors
* Deal with all accounting issues for multinational firms in various sectors
* Be in charge of preparing tax returns and tax provisions for corporate and/or individual clients
* Monitor, advise and keep our local Luxembourgish clients’ accounting up to date
* Work directly with clients’ teams on general accounting and financial reporting missions
* Manage the closing process (monthly, quarterly and annually) related to various Broker management system(s), GL system(s) and any
* Assist with the development, maintenance and communication of the company’s accounting policies
* Develop physical and online training materials and other tools
* Conduct accounting and finance training sessions
* Support the implementation of new U.S. GAAP accounting standards (e.g., Revenue Recognition, Leasing)

## Qualifications for compliance accounting

* Proficiency in all programs within Microsoft Office
* Familiarity with FIS system and reports is highly desirable
* Bachelor Degree (Finance or Accounting) with minimum 5 year experience in accounting/auditing industry and at least 3 year working experience in Supervisor level position
* CPA Vietnam certificate or accounting experience in retail industry is preferably
* Proficiency in Vietnamese Accounting, Tax, customs system & international Accounting Standards
* Proficiency in M.S Office, Excel, Access