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# Example of Corporate Accountant Job Description

Our company is looking to fill the role of corporate 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 corporate accountant

* Identify ways to improve processes where applicable
* Assisting with the tax compliance of the clients including VAT, Payroll, corporate taxes to ensure all legal and regulatory responsibilities are met
* Prepare monthly payroll journal entries and reconciliation to ADP
* Perform treasury functions
* Assist with distribution of monthly cost center reporting
* Assist the Accounts Payable Supervisor with a full cycle AP process, on a needed basis
* Various other administrative and clerical tasks as directed
* Handle monthly and year end closing
* Maintaining multi-currency ledgers using various GAAPs and analysis codes
* Assisting with monthly financial statement reporting, variance inquires, balance sheet analysis, and other management information

## Qualifications for corporate accountant

* Candidacy for Certified Public Accountant is preferred
* Strong communication skills are essential being able to be a good team player
* Public experience a plus
* High School Diploma required with 4 to 5 years financial/accounting experience
* Public accounting experience / CPA designation a plus
* Strong proficiency in Microsoft applications and spreadsheet applications