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# Example of Corporate Accountant Job Description

Our growing company is searching for experienced candidates for the position of corporate accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate accountant

* Participate in communication with branches to reconcile differences in reported amounts
* Prepare journal entries, reconciliations, and other quarterly or ad hoc schedules
* Post various journal entries
* Ensure timely filing distribution of tax and HST related information
* Responsible for confidential information
* Manage the General Ledger of multiple branches
* Perform monthly close procedures for multiple branches
* Communicate regularly with branch accounting staff to ensure all accounting transactions are processed accurately, completely and in a timely manner
* Review Accounts Payable and Payroll transactions
* Complete monthly reconciliations of balance sheet accounts

## Qualifications for corporate accountant

* 1-3 years of public or private corporate accounting experience
* Fixed asset and month-end close experience
* Proficient with systems
* Assist in the preparation of revenue and expense forecasts
* Perform actual versus forecast analysis
* Assist in the preparation and review of monthly commission statements