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# Example of Corporate Accounting Manager Job Description

Our growing company is hiring for a corporate accounting manager. 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 corporate accounting manager

* Assist in the drafting of the quarterly and annual reports on Form 10-Q‘s and 10-K’s
* Serve as a liaison between Corporate Accounting and corporate/system fund divisions
* Ensure compliance with Sarbanes-Oxley regulations, including updating and adherence to critical controls and participation in testing by internal and external audit staff
* Assist in process improvements of accounting department operations
* Ensure adequate documentation and supporting work papers in compliance with SOx requirements and that SOX controls are properly designed and executed for the Corporate region
* Manage the daily cash transaction accounting process
* Develop and periodically review the accounting policies and procedures and ensure that all requisite internal controls are implemented and operating effectively and efficiently
* Engage and manage Corporate Accounting’s involvement with corporate budget & forecasting process and initiatives (special projects) performance management
* Compile and analyze financial information to prepare reports for SEC and statutory reporting requirements and the quarterly and annual external audit requirements
* Manage process improvements, cross training, and other department training and development initiatives

## Qualifications for corporate accounting manager

* Experience with corporate accounting in a large or global company
* Strong analytical skills, very detail oriented, with a strong ability to identify incongruities and anomalies in balances
* Exceptional verbal & written communication skills – sample documentation may be requested
* Self-starter who can learn quickly and motivate others
* Ability to work cross-functionally in a global environment
* Large manufacturing or technology company experience a plus