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# Example of Director, Accounting Job Description

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

## Responsibilities for director, accounting

* Provides technical accounting GAAP guidance and support to all company entities
* Balance sheet reviews – Review local business unit balance sheets, understanding and presenting accounting issues and possible risks and opportunities in the financial statements, and follow-up on any items that need to be addressed/corrected
* Oversees the general accounting function, which includes cash management/reconciliation, financial reporting, balance sheet management
* Ensures that financial records, under responsibility, are maintained and financial reports are prepared in compliance with policies and GAAP
* Responsible for the output and quality of services to key customers (who include Customers, Suppliers, Employees, Senior Management, Regulatory Bodies)
* Prepare and review all SEC reports (10k & 10Q fillings) including edits to the balance sheet, income statement, notes to the financial statements, MD&A section
* Coordinate with various department heads in preparing the annual budget forecast from draft through the final submission
* Payroll review, 401K funding and review, benefit records
* Key liaison with Legal, Sales & Tax to structure contract provisions related to revenue recognition, financial reporting, audit, tax, participations, and licensee data onboarding
* Oversee the preparation of all necessary work papers, both simple and complex, for the preparation of the annual financial report

## Qualifications for director, accounting

* Able to read a script and break it down for budgeting purposes
* Able to budget a script in foreign countries
* Proficient on Movie Magic Budgeting
* Review or prepare tax incentive credits
* Knowledge of day-to-day operations on a production
* Review hot cost, cost reports and production reports for accuracy