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# Example of General Accounting Job Description

Our company is looking for a general accounting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general accounting

* Supply data for the preparation of local, state, and Federal tax returns and statements in a timely and accurate manner according to corporate policy and governing regulations and laws
* Assist in ensuring an adequate internal control environment make recommendations regarding improvements of internal controls within the capital process
* Carrying out end-of-period activities so as to oversee the proper accounting of overhead and to ensure that the schedules associated with these activities are respected
* Analyze the accounting activities related to overhead the financial reports associated with this activity for corporate
* Support managers in the analysis of the overhead expenses under their responsibility
* Be involved in the quarterly forecast, annual budget preparation and allocation of corporate costs
* Oversee the global overhead presentation for Domtar
* Oversee the work of the Accountant of the department
* To support the smooth and efficient running of the Accounting Department within the Accounts and General Division
* Manage staff to ensure key deliverables of the consolidation are met completely, timely and accurately

## Qualifications for general accounting

* Assist in weekly analysis of working capital balance sheet accounts
* Cross collaborate with Tax department, Corporate FPA, field finance, merchandising and logistics to support business initiatives
* Focus on learning and leadership development through project assignment
* Understand and adhere to Controller Group methodology, policies and procedures
* Must be currently pursuing a Bachelor’s Degree or advanced degree in Accounting or Finance
* Must have basic knowledge of computerized accounting techniques