Downloaded from <https://www.velvetjobs.com/job-descriptions/lead-accountant>

# Example of Lead Accountant Job Description

Our innovative and growing company is searching for experienced candidates for the position of lead 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 lead accountant

* Supporting complex accounting issues
* The ability to communicate related accounting policies and procedures with staff and with strategic partners
* Under direct guidance prepares, supports, and processes financial data using various accounting systems in a timely, accurate, and efficient manner
* Under minimal guidance, independently supports moderately complex accounting and financial analysis
* Prepares reports efficiently and effectively utilizing technical accounting knowledge
* Interact with other departments including Treasury, Consolidation and other CFO teams
* Provide guidance to other staff as appropriate, supporting transfer and retention of knowledge and enabling others to work efficiently and effectively
* Manage aspects of the monthly close, review work products, and ensure timely completion of tasks
* Conduct and probe account analyses and reconciliations
* Prepare management-level reporting, such as financial statements and governance reports

## Qualifications for lead accountant

* Previous working experience within a Big 4
* Familiarity with payroll systems, including E.P
* Shape processes and lead development of associated procedural documentation
* Mentors, trains or shares high-level knowledge with others in order to contribute to the development of the department
* Manage the daily, quarterly, and annual tasks performed by the Business Process Outsourcing (BPO) team
* Workiva, Sharepoint and Workday – preferred