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# Example of Lead Accountant Job Description

Our company is hiring for a lead accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead accountant

* Develop general corporate tax technical expertise specialized state tax knowledge
* Analyze complex financial information and prepare/review deliverables for the tax financial reporting process
* Monitor key state tax legislative developments
* Assist in managing audits by tax authorities and in responding to notices
* Actively lead and participate in Department or Company initiatives
* The Service Center Accountant - Lead will be responsible for training and guiding Service Center Accountants
* Review and approve service center allocations and service center plans
* Responsible for maintaining a high level of customer service within our team and among other teams we work with by creating transparent processes, effective communications, and developing ways to eliminate process bottlenecks
* Under general direction, analyzes and reviews variances in financial results from budget and prior periods
* Reviews work performed by Accountant I and Accountant II team members for accuracy and completeness

## Qualifications for lead accountant

* Some general ledger experience preferred
* Prior experience with an ERP is strongly preferred
* Prior experience with an expense system is strongly preferred
* CPA or working toward is preferred
* Bachelor's degree in Accounting/Finance or other Business degree
* Previous experience supporting federal, state and local government clients domestically and internationally preferred