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

# Example of Lead Accountant Job Description

Our company is growing rapidly and is looking to fill the role of lead accountant. 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 lead accountant

* Compiles, consolidates and analyzes accounting and finance information for the production of statements, schedules, filings and reports of a moderately complex nature
* Reconciles and adjusts, as necessary, journal entries and accounting classifications assigned to various records
* Coordinates accounting matters and reporting with other departments, locations, divisions and external customers
* Provide assistance to general accounting with the monthly close process
* Prepares the Company’s quarterly earnings press release, financial statements and notes to the financial statements
* Prepares earnings per share calculation and other financial measures used in the monthly financial statements
* Designs and maintains different reporting structures to facilitate the reporting of results for management, tax, audit, legal and external consolidated and segment reporting
* Designs, updates, implements and ensures proper documentation of internal control procedures in compliance with Sarbanes Oxley Section 404
* Provides internal and external auditors with information required to perform annual audits and quarterly reviews
* Prepares the Company's monthly segment calculation

## Qualifications for lead accountant

* SAP experience & experience in accounts payable
* Understanding of FAR, GAAP, CAS, and SOX requirements
* Conducts research to advise management of the tax implications of BEPS and transfer pricing legislation
* Preparation and filing of documentation required under U.S. federal and foreign tax laws and regulations
* Involved in developing, modifying, and executing company polices in the area of BEPS and transfer pricing which affect immediate operations and may also have company wide effect
* Conducts and documents moderately complex tax audits