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# Example of Lead Accountant Job Description

Our company is looking for a lead accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for lead accountant

* Support the day to day operations, including GL posting, Fixed Asset accounting, inter-co accounting
* Maintain accounting records to ensure compliance with requirements under statutory rules, accounting standards, corporate policies and procedures
* Participates in migration of accounting processes from London to BBS and support migration of other functions
* Oversee accounting statements and performance reporting for ITS, taking into consideration policies, industry standards, procedures and requirements
* Assist with the control of assets, budgetary planning, expenditures control and accounting for revenue and operation costs
* Assists with preparation of annual Medicare Cost report work papers
* Assist in annual budget process, preparing schedules and researching accounts
* Prepares statistical reporting for the hospital
* Assist the Controller, Assistant Controller, and CFO with budgets, audits, and special projects as they arise
* Reconcile and complete balance sheet account reconciliations, including ensuring that outstanding items are cleared in a timely manner

## Qualifications for lead accountant

* Preparation and filing of the tax returns required under U.S. federal and foreign tax laws and regulations
* Working knowledge of Systems Application Planning-Enterprise Resource Planning Central Component (SAP-ECC)
* Ability to multi-task & work with minimum supervision
* Results-oriented & willing to explore new challenges
* Able to multi-task and hit target due dates
* Versatile team player with a no job is too big, no job is too small attitude