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# Example of Lead, Accounting Job Description

Our innovative and growing company is looking to fill the role of lead, accounting. 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, accounting

* Review and process employee time and attendance on a weekly basis
* Perform general clerical duties such as preparation of correspondence, maintaining files, ordering office supplies
* Serve as receptionist for the service center
* Managing and motivating team members
* Communication with other departments, treasury with internal customers from respective regions within team responsibility
* Ensure all transactions are posted accurately and timely
* Work closely with procurement and PO requestors to identify and clear stale items
* Partner with procurement to develop better training program and KPIs
* Knowledge of the different Project types (Completed Contract, Times & Material, Fixed Price ) so as to give guidance to the Operations team what type Project contracts will be utilized
* Ownership of exception resolution through daily review procedures, including overdrafts, cash flows, NAV reconciliations and custodian stock/cash reconciliations

## Qualifications for lead, accounting

* Ability to make sound judgments within established policies and procedures challenge current processes in order to achieve greater efficiencies
* Ability to communicate clearly at all levels within organization
* Strong analytical skills coupled with outstanding communication
* Associate Degree in Accounting highly desirable
* Proven ability to work independently, possess good decision-making skills, and be self-motivated
* Experience dealing with government contracts a plus