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

# Example of Lead, Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position of lead, accounting. 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, accounting

* Complete all assigned journal entries, account reconciliations and variance analysis in an accurate and timely manner
* Collaborate with Program Management, Transportation and Accounts Receivable to ensure data accuracy within the Address Book
* Collaborate with functional areas to accurately maintain state-specific tire fees and other tax-related accounts
* Regular on-site visits to review the key financial areas and identify issues
* Independently lead the team to complete the quarterly SEC reporting requirements, attestation process
* Drive continuous process improvements and quality improvements
* Perform procedures that support the quarterly representation letter process, provide comfort to the Company’s management prior to representation letter sign off (eg
* Performing periodic review of the Company’s account reconciliations to identify for any financial exposures and/or non-compliance with policy, provide regular feedback and recommendations, and monitor actions required to be taken to improve account reconciliations
* Manage the recording, review and documentation of all journal entries prepared and recorded by direct reports
* Assist in the completion of the operating revenue and gas cost budget, monthly forecasts throughout the fiscal year

## Qualifications for lead, accounting

* Proven ability to set high standards of performance for self
* Extensive knowledge of accounting area preferred (for example, investments, insurance products, premium, tax)
* Minimum of two (2) years of experience in accounts receivable
* Must have beginner level skills with Microsoft Excel/Word/Outlook, basic office equipment, and 10-key by touch
* Effective written and verbal communication skills (in English) and demonstrates ability to resolve all situations in a professional manner
* At least 1 year of casino gaming/audit experience and/or equivalent