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# Example of Operations Accountant Job Description

Our growing company is looking for an operations accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations accountant

* May act as a lead and provide direction and training to less experience accounting staff
* Ensure that all deliverables are captured, completed and delivered according to agreed timetables and client SLAs
* Provide assistance to the Senior Tax Manager in relation to tax related issues
* Assist and facilitate communication with clients over their tax reporting requirements and tax related queries
* Act as a subject matter expert for tax related queries
* Build and maintain external client relationships
* Build and maintain effective partnerships with local and offshore teams
* Represent Tax team on specific projects relating to clients, process improvements, and product development
* In depth knowledge on all of the team’s processes
* Provision of training, coaching and guidance to team members

## Qualifications for operations accountant

* Review and submission of GST
* Liaise with auditor for year-end statutory financial reporting
* CPA motivated
* Midstream or similar industry preferred
* Able to maintain financial accuracy while meeting closing dates
* CPA/CA qualification or Masters of Tax desirable