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# Example of Retail Accountant Job Description

Our company is hiring for a retail 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 retail accountant

* Balance sheet reconciliations and variance analysis for applicable accounts
* Processing of payments in banking system on a rota system basis
* Preparation/submission of statutory accounts for multiple legal entities
* Preparation of corporation tax packages and submission of returns for multiple legal entities, working with external tax specialists
* Ensures general ledger accounts are maintained in accordance with GAAP and SOX guidelines
* Performs journal entry preparation and entry
* Performs account reconciliations by balancing point-of-sales data and distribution center sales with daily interfaces to ensure accuracy
* Assists with monthly close process by creating income statements and compares current month to historical data to find variance and corrects information as required
* Reviews field human resources (HR) and project manager payroll submissions and performs payroll reconciliations weekly
* Works with project coordinator to receive and process documents by monthly deadline

## Qualifications for retail accountant

* Ability to manage multiple tasks and meet deadlines in a fast paced environment
* Team player with a focus on internal customer satisfaction
* College graduate / two years experience needed
* Ability to prioritize work assignments and projects
* Ability to make solid decisions supported by solid documentation
* Must be willing to work extended hours during month end periods and as needed