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# Example of Supervisor, Accounting Job Description

Our company is growing rapidly and is looking to fill the role of supervisor, 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 supervisor, accounting

* Reconciling all discrepancies
* Annual budget planning
* Supervise bookkeepers and junior accountants in the cash management process for high net-worth clients’ multiple business entities
* Record or review journal entries for investment activity, payroll and other complex transactions
* Submit weekly and monthly review of general ledger to ensure accuracy and consistency in coding of accounts payable, payroll, investment activity
* Prepare, review and analyze monthly and annual financial statements
* Define and develop efficient and effective accounting and internal control processes
* Communicate and coordinate with clients, vendors, bankers, insurance brokers, and attorneys as appropriate
* Supervising a large billing team
* Handling account analysis for client accounts

## Qualifications for supervisor, accounting

* 5+ years of experience in Public Accounting/ Publically Traded Company
* Maintaining contact with the company's Temp Healthcare Division
* Assisting the Collections Department, as needed
* Going on client visits, as needed
* Public Accounting Experience (Big 4 highly desired)
* 5 - 7 plus years’ experience in the accounting field