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# Example of Technical Team Leader Job Description

Our growing company is looking for a technical team leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for technical team leader

* Provide support in the handling of escalated customer calls as necessary
* Evaluate and ensure competency, training, and performance of laboratory personnel
* Lead and develop a team of accounting professionals, involved in staffing topics, performance management feedback
* Ensure the completion of monthly/quarterly/annual accounts for assigned entities and branches
* Manage payroll, compensation and related benefits accounting
* Own and approve balance sheet reconciliation processes where not controlled by other Finance teams
* Review VAT / equivalent reporting for VAT / equivalent managers (including reconciliations)
* Review reporting for the various jurisdictions served by Finance
* Manage end to end intercompany recharge processing and related activity, accounting for intercompany recharges in / out and International Assignee accounting / processes in conjunction with the Intragroup Service Model team
* Act as focal point for audit activities and review requested information

## Qualifications for technical team leader

* Work with double-byte character sets (DBCS) on the Mainframe
* Mastery of Office applications (Word, Excel, PowerPoint, Visio)
* Working knowledge of Adobe RoboHelp
* Practical experience with technical/procedural writing and editing
* Excellent interpersonal skills, team player, with an ability to build effective relationships at all levels of the organization
* Knowledge/experience within Banking and Financial Services operations a plus