



Example of Accounting Office Job Description

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Our company is growing rapidly and is looking for an accounting office. 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 accounting office

- Interacting and communicating with government agencies, banks, insurance companies, and other third parties
- Enrollment and orientation of new employees assistance with visa applications
- Acting as a liaison with external CPA firm in charge of the company's accounting
- Opening and handling incoming mail
- Facilitate HR employee on-boarding other HR functions
- Be a proactive senior point of contact and escalation point
- Track and submit expenses for all fundraising staff
- Manage VP's field budget overhead budget for Bonita Springs, FL office
- Prepare profit and loss, income and balance sheet statements
- The role of VAT Manager is a key role in the Shared Service Centre in Bratislava

Qualifications for accounting office

- Drives teams forward with support from Mgt team
- Requires the ability to sit for extended periods of time
- Full ownership of the European VAT compliance, including the preparation of VAT calculations, computations and submissions of VAT for European subsidiary entities, including Intrastat and EC Sales reporting

- Improve VAT awareness and provide training to the businesses and shared service centre as required
- Reviewing and approving of VAT treatment for new events, manual invoices and credit notes