



Example of Accounting Office Job Description

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Our company is growing rapidly and is looking to fill the role of accounting office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounting office

- Managing and motivating a small team of two direct reports
- Accept and field incoming phone calls for construction, accounting and development
- Open and distribute mail to appropriate department designee
- Run errands for office
- Reconcile credit cards monthly, code/expense properly and assemble bill backs for intercompany payables
- Maintain required business documents
- Assist Construction and Development accountant with draw process
- Provide excellent customer service and communication including information about financials, billing, services, events, facilities and availability
- Customer Service/Support – On a timely manner, respond to any inquiry received from various Databases phone calls
- Financial Reporting -Prepare various Reports, be it User Level Report or High Level Report as requested by VP's and above

Qualifications for accounting office

- Tax and/or accounting qualification with proven experience of mixed VAT and VAT compliance experience gained in an accounting/consulting firm and/Shared Service Center/ or in-house
- International/European VAT experience
- Minimum 5 years' experience focussed on managing European VAT affairs in

- Excellent communicator at all levels and the ability to work well in an international “virtual” team
- PeopleSoft/ERP experience and good computer skills (MS Office Suite)
- Minimum two years clerical experience, preferably in a hospital office setting