



# 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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting office

- Code invoices, cut checks, close books, prepare financial statements, organize and maintain personal
- Financial records electronically, track and remind principal of important financial planning due dates
- Consult on high net worth or partnership tax planning
- Serve as the focal point for resolution of client issues and effect team member accountabilities from all areas of organization to ensure quality, integrity and client service excellence standards are met
- Organize staffing and manage, develop, train and mentor staff on projects
- Assess performance for engagements and year-end reviews and actively participate in recruiting talent for the Firm
- Act as Finance and Accounting Sarbanes – Oxley Section 404 representative
- Oversee annual income tax filings for family office clientele
- Oversee management company accounting for corporate entity
- Assist with bank statement reconciliations, accounts payable and receivable

## Qualifications for accounting office

- Previous supervisory experience (121s, development of team members, appraisals, objective setting)
- Ability to manage change agenda with conflicting priorities
- High school degree with accounting experience
- Background with general accounting principles

