



Example of Accounts Manager Job Description

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Our company is growing rapidly and is looking to fill the role of accounts manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounts manager

- Provide accurate and timely financial information to Management as and when required
- Managing accounting functions, including maintenance of general ledger, accounts payable, accounts receivable, and project accounting
- Managing monthly closing of financial records and posting of month end information
- Entering status change information into project accounting software to ensure employee information is accurate and up to date
- Providing accounting assistance to Project Managers and Operations staff
- Acting as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes
- Selecting and hiring employees for the groups mentioned above
- Preparing and recommending operating and personnel budgets for approval
- Performing any other related duties and assignments as required
- Assists with SOX compliance

Qualifications for accounts manager

- Must have 8+ years of experience in Accounts Payable including 4+ years of experience in a supervisory or managerial role
- Intermediate proficiency in Microsoft Excel including v-lookups, pivot tables and macros is required

- 3 years minimum of digital sales experience
- Label relations experience preferred
- Experience with independent labels or distribution companies preferred