



Example of Certified Public Accountant (CPA) Job Description

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Our company is growing rapidly and is looking to fill the role of certified public accountant (CPA). 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 certified public accountant (CPA)

- Works with the VP of Finance & General Manager on appropriate fiscal strategies for the organization
- Receives and applies payment to customer accounts in an accurate and timely manner
- Files payment remittance documents, correspondence and invoices
- Reviews records of accounts to ensure accuracy
- Develops systems for the maintenance of financial records, making use of current technologies
- Creates forms and manuals for accounting and bookkeeping personnel
- Prepares monthly, quarterly and annual financial reports, monthly bank reconciliation and other financial analysis documentation on a monthly basis
- Prepares tax related documentation for internal, federal & state compliance
- Coordinates with ADEC subsidiaries for any accounting related activity
- Liaise with the different government entities in relation to compliance/regulatory requirements

Qualifications for certified public accountant (CPA)

- Ability to research and apply the applicable state laws, insurance departments' regulations, procedures and practices and the NAIC statutory accounting practices

- Ability to understand and evaluate risks and risk mitigation strategies
- Ability to supervise exam team staff
- Ability to evaluate and challenge information provided by company
- Ability to see big picture of organization