



Example of Certified Public Accountant (CPA) Job Description

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Our company is growing rapidly and is looking for a certified public accountant (CPA). To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for certified public accountant (CPA)

- Classifies costs accurately
- Generates PPV reports and analyze findings
- Assist in coordination of semi-annual physical inventory counts
- Assist with annual budgeting and monthly forecasting
- Assists with providing documentation for and liaising with internal/external auditors
- Work closely and effectively with multiple levels of the organization

Qualifications for certified public accountant (CPA)

- Assist with quarter and year-end financial closings
- Reconcile inventory to general ledger on a monthly basis
- Review sales tax charged to customers and submit for payment
- Review Sales Rep Commissions and submit for payment
- Complete Daily Sales and Orders Report
- Compare actual costs to estimates and analyzes and reports on variances