Example of Chief Accountant Job Description

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Our company is searching for experienced candidates for the position of chief accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for chief accountant

- Fixed asset process & accounting
- Proactively identify new accounting standards applicable to the business and develop appropriate implementation strategy
- Manage the payroll outsourcing process and the timely salary payouts
- Manage the payroll outsourcing company from Finance side, including the review and approval of the BS reconciliation prepared by UCMS
- Responsible for the control over reconciliation of the payroll accounts
- Timely and accurate MSI calculation and billing
- Plan and optimize the local Cash Flow, tracking AR with Bottler
- Training and development of local Finance staff succession planning
- To provide precise gap analysis (Actual vs
- Responsible for month end closing duties for position Income Audit

Qualifications for chief accountant

- CPA / CTA
- Prepare the Department weekly Payroll
- Reconcile Quick Park Valet parking charges
- Reconcile and post group commission accruals
- Chargeback write-offs
- F & B monthly Inventory