



# Example of Commercial Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of commercial accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commercial accountant

- Commercial and Operational knowledge based input into the weekly accounting process
- Verification of savings made by changes in factory process
- Main point of contact for operational and commercial based finance queries
- Attendance at factory meetings
- Prepare management reports, statutory reports and corporate tax filing in compliance with Company Law, tax, international accounting standard, and corporate governance in accordance with Group's policies and guidelines
- Review and collate the office annual business plan and support region's business strategy, commercial initiatives, and forecasting
- Assist with providing commercial advice on bid support in the region
- Support HK and overseas offices' business income, profit and cost review analysis and make recommendation
- Handle ad-hoc duties as and when required
- Maintaining documentation of customer and supplier contracts to support accruals and payments in accordance with company policies and procedures

## Qualifications for commercial accountant

- Input tenant move-out forms into the accounting software
- Review aging and rent rolls
- Undergraduate studies in accounting, finance or business administration
- Ability to discover and solve problems, to interpret data and to analyze and

- MRI or Yardi experience