



# Example of Corporate Accounting Job Description

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Our innovative and growing company is looking to fill the role of corporate accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate accounting

- Prepares adhoc reports and analysis as needed by other departments
- Prepares monthly, quarterly and annual SOX controls as required
- Oversees reconciliation of various Balance Sheet accounts
- Reviews analysis of inter-company relationships and transactions
- Reviews information and schedules provided by various departments
- Assists in research of accounting issues related to complex or non-standard transactions
- Blackline administrator – Account reconciliation process
- Direct supervision of one full time Accountant, full responsibility for training and development
- Perform various aspects of month-end close process for corporate business units within required deadlines
- Research and prepare journal entries with appropriate supporting documentation

## Qualifications for corporate accounting

- Experience with lease or fixed asset accounting is a plus
- At least 10 years of hands-on working experience showing consistent progression
- A mix of medium to large publicly listed software company and a Big 4 public accounting firm is highly desired (at least 5-6 years in a public accounting firm)

- Bachelor's degree in accounting preferred or equivalent accounting knowledge and experience
- Ability to type on a keyboard and operate PC