



Example of Lead Accountant Job Description

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Our company is hiring for a lead accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead accountant

- Develop general corporate tax technical expertise specialized state tax knowledge
- Analyze complex financial information and prepare/review deliverables for the tax financial reporting process
- Monitor key state tax legislative developments
- Assist in managing audits by tax authorities and in responding to notices
- Actively lead and participate in Department or Company initiatives
- The Service Center Accountant - Lead will be responsible for training and guiding Service Center Accountants
- Review and approve service center allocations and service center plans
- Responsible for maintaining a high level of customer service within our team and among other teams we work with by creating transparent processes, effective communications, and developing ways to eliminate process bottlenecks
- Under general direction, analyzes and reviews variances in financial results from budget and prior periods
- Reviews work performed by Accountant I and Accountant II team members for accuracy and completeness

Qualifications for lead accountant

- Some general ledger experience preferred
- Prior experience with an ERP is strongly preferred
- Prior experience with an expense system is strongly preferred

- Previous experience supporting federal, state and local government clients domestically and internationally preferred