



Example of Manager, Accounts Job Description

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Our company is growing rapidly and is looking to fill the role of manager, accounts. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for manager, accounts

- Assist in other miscellaneous Accounting processes, procedures and reporting as needed administrative tasks that may be required from time to time
- Lead a team responsible for the completion of accounts payable transactions and processes, travel and entertainment audits and provide leadership to the team in taking ownership and accountability for the resolution of complex issues and concerns at the first point of contact
- Review, revise and/or develop processes and guidelines that are clear and help our staff be successful
- Ensure compliance with all control objectives and corporate policies related to general accounting systems and activities
- 2 Reportee under the position
- Ensures the highest level of customer service from the entire AP team and collaboration throughout organization mentors AP Team members
- Facilitate and monitor invoice processing for payment
- Hire, develop, motivate, and train personnel, and provide a reservoir of professional talent
- Approve payment of non-contract purchases up to pre-defined levels
- Monitor Accounts Payable department performance measures and ensure performance meets or exceeds standards

Qualifications for manager, accounts

- At least a Bachelor's Degree, Professional Degree in Finance/Accountancy or equivalent
- Preferably candidates from hotel industry
- Strong ability to manage fast-paced day-to-day tasks, step back to think creatively and contemplate the long-term vision
- Knowledge of Corporate framework of reporting & India GAAP
- Exposure to various statutory and departmental audits
- Exposure to group reporting of financial statements