



# Example of Principal Accountant Job Description

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Our company is looking to fill the role of principal accountant. 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 principal accountant

- Utilize computer databases (PeopleSoft FMS, Excel, Access) to obtain and analyze varied and complex financial information
- Preparing weekly/monthly internal key performance metrics and program review packages for senior management
- Preparing financial analysis including Estimate at completion, variance, risk and profit/loss analyses
- Developing budgets to meet contractual/project financial requirements on a program
- Monitoring contract/program status and ensure compliance with government and customer requirements
- Ensuring compliance with internal procedures (SOX)
- Preparing program material and subcontractor financial analysis and report findings to management
- Acting as a liaison between operations and other administrative support organizations on financial issues
- Reconcile departmental accounts on a monthly basis in UAccess Financials
- Monitor and approve grant account PCard transactions for compliance

## Qualifications for principal accountant

- Requires a Bachelor's Degree in Business with Accounting major or equivalent
- Requires three years of general accounting experience

- Requires a Bachelor's Degree in Business with Accounting major or equivalent and at least 3 years general accounting experience
- 7+ years of Federal income tax experience with a Bachelor's Degree
- Experience in Federal tax compliance