



# Example of Principal Accountant Job Description

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Our company is growing rapidly and is looking for a 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

- Assist the Department Administrator in preparing the All Funds Budget and prepare roll over documents for the fiscal year end
  - Serve as the Time Coordinator for payroll functions within the department
  - Coordinate human resources functions such as preparing personnel forms for payroll, classification, new hire actions, title changes, job postings, and visas
  - Provide complex financial statement reporting, including non-standard and/or ad hoc, for both internal and external audiences
  - Provide technical guidance in the formulation and execution of financial objectives
  - Preparation of complex federal, state, and local income tax returns and supporting workpapers, and preparation of complex div con and top con consolidation process utilizing company's tax preparation software
  - Review of tax accountant prepared federal, state, and local income tax returns, ensuring proper documentation and process is followed
  - Oversee various compliance processes, division and top level consolidations, quarterly estimate process, and provision process
  - Supports calculation of annual tax provisions in accordance with ASC740 through preparation and review of book/tax adjustments and preparing deferred tax rollup
  - Leads quarterly and annual estimated tax liabilities process and ensures timely filing
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- BS in Accounting, CPA is desirable
- Month-end close experience and advanced excel skills
- Outstanding oral communication, analytical, written and documentation skills
- Ability to meet tight deadlines, work independently and a strong team player
- Attention to detail, organized and thorough with the desire for continuous
- Working knowledge of Oracle 11i, R12, Essbase, Business Object (BO) is desirable