



# Example of Principal Accountant Job Description

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

## Responsibilities for principal accountant

- Assists with tax authority audits (federal, state and local) by researching issues, preparing documentation, and gathering data
- Coordinates special projects, utilizing strong analytical skills and an ability to coordinate large quantities of data while working with internal resources and/or outside consultants
- Trains, supports, provides guidance, and maintains tax technology resources used in tax reporting, is proficient, and is go-to person on compliance team for a variety of areas of Tax Technology
- Assists in the research and documentation of technical tax issues as related to the tax reporting function
- Looks for opportunities to improve process and efficiency of overall compliance process and promote new ideas along with business solutions
- Develops policies and procedures for improved efficiency and documentation
- Acts as a resource to Tax Accountants and Senior Tax Accountants
- Preparation and analysis of key financial calculations
- Prepare and review disclosures for filing documents such as the 10-Q, 10-K and 8-K, with the US Securities and Exchange Commission (SEC)
- Prepare and review EDGAR and XBRL formatting of Form 10-Q/K

## Qualifications for principal accountant

- Strong aptitude for reviewing, interpreting and analyzing financial statements and other books and records
- Certified Public Accountant (CPA) and/or Masters In Taxation

- Experience dealing with State agencies and external auditors
- Experience with SFS
- Experience with the design and maintenance of integrated system reconciliations