



Example of Principal Accountant Job Description

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Our growing 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

- Help monitor completeness and accuracy of Form 10-Q/K in filing software
- Analyze and incorporate 10-Q/K comments from various groups into the current draft while maintaining version control
- Coordinate and collaborate with corporate and operational teams to ensure results are reasonable and fluctuations are researched and explained in the MD&A section of the 10-Q/K
- Work cross-functionally with other groups to ensure compliance with SEC reporting requirements and to support the business needs
- Lead earnings process including review of executives' prepared remarks and investor presentations
- Research relevant U.S. GAAP literature and SEC rules as needed
- Ensure compliance with Sarbanes-Oxley (SOX) requirements
- Assist with the external auditors' requirements
- Lead special projects, data gathering, benchmarking and process improvements
- Help identify transactions or items requiring disclosure in the SEC filings

Qualifications for principal accountant

- Flexibility and determination to drive results in complex transactions
- Thorough knowledge of accounting that includes high level spreadsheets and relational data bases program for data processing techniques

- Ability to organize and prioritize multiple high level work assignments, work with no supervision, and work well under pressure
- Six (6) or more years' experience in general accounting
- Four (4) years in government contract accounting experience preferred