



# Example of Professional Accountant Job Description

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Our company is growing rapidly and is looking for a professional accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for professional accountant

- Performs all required tasks related to the supervision of employees, including approval of attendance and leave, evaluating employee performance (preparing performance plans, performance evaluations, and position descriptions, ), recruitment and selection, employee development, and other supervisory related duties
- Serve as primary contact for statewide financial statement inquiries
- Prepare Schedule I reports for the annual Legislative Budget Request
- Perform month-end closing activities associated with revenue/costs of professional services including revenue recognition for services, costs analysis and accrual for projects, month-end reporting/analysis and etc
- Perform non month-end activities associated with revenue/costs of professional services including frequent interactions with various teams, eg
- Exercise professional judgment & skepticism to determine and take appropriate action related to revenue/costs-related transactions
- Involvement in review and advise on contracts and sales orders in professional services to arrive at and assess proper revenue recognition treatment prior to and once deals are finalized
- Serve as an internal technical accounting expert for the sales team during the contract negotiation process by analyzing the impact of red flag contract terms, communicating the revenue impact, and offering alternative structures, where possible
- Participate in finance related IT projects which enhance process improvement and revenue recognition process
- Assist in process improvements to further streamline revenue accounting

## Qualifications for professional accountant

- Ensure technical contributions are accurate and of high quality
- Two (2) to four (4) years of experience providing attest services in a professional services firm
- Minimum one year of accounting experience with a small to mid-size business or professional firm would be preferred
- Computer skills including Excel, Simply Accounting and Quickbooks
- Graduate (or near completion) of a College accounting or bookkeeping program
- Canadian CAS, ASPE, ASNPO and IFRS