



Example of Public Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of public accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for public accountant

- Comply with Internal controls and best practices, and assist in other accounting projects Provide information for auditors and other special projects
- Month-end close procedures and consolidations for domestic and foreign entities
- Preparing quarterly 10K and 10Q
- Preparing internal and SEC financial statements and reports
- Performing analysis on the financials on a monthly, quarterly, and yearly basis
- Preparing financial reports, letter to management, , on a monthly, quarterly, and yearly basis
- Providing supporting workpapers and schedules to tax department
- Working with internal and external auditors - preparing audit schedules
- Monthly Consolidation - Review of monthly financial data in the financial reporting system (BPC) including performing integrity checks and the analysis of foreign affiliate data submissions to ensure accuracy and completeness
- Financial Reporting and Analysis – Assist in the preparation of quarterly and annual financial statements, footnotes and XBRL disclosures included in SEC filings

Qualifications for public accountant

- Monthly Corporate Close – Assist in the monthly close which includes loading

- General Ledger – Prepare monthly journal entries and enter journal entries into SAP general ledger system including foreign currency transactions
- Intercompany Transactions – Record intercompany activity for royalties, loans and interest to ensure proper accounting of foreign currency transactions
- Holding Companies – Maintain financials for assigned number of holding companies
- You will perform variety of Audit and Accounting functions
- You will travel to client site to perform audit procedures