



# Example of Public Accountant Job Description

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Our growing company is looking to fill the role of public accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for public accountant

- Oversee staff and provide leadership to the Trust Accounting team
- Monitors internal systems, policies and procedures to insure operations are in compliance with client needs, new developments, regulations, and reporting requirements
- Prepares and review trust accounting work as assigned including, monthly bank reconciliations, financial statements, and various reports to ensure a high level of accuracy
- Performs monthly quality review of Trust Financial Statements
- Assist in the optimization of processes, tools, and technology to ensure efficient day to day operations
- Assists with special projects and new client implementations
- Researches and resolves banking issues
- Maintain knowledge of assigned plans and effectively apply knowledge
- Ensure compliance with regulatory and legal guidelines
- Troubleshoot and resolve client service issues

## Qualifications for public accountant

- You must hold or pursue your CPA
- 1+ years of experience in public tax
- Foundation in partnership accounting
- An undergraduate degree in accounting or an undergraduate degree with sufficient course work to sit for the CPA exam by May 2017

- Outstanding academic performance required, with a minimum overall GPA of 3.0 required