



Example of Supervisor, Accounting Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of supervisor, accounting. 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 supervisor, accounting

- Ensures an accurate and timely monthly close so that all financial reporting deadlines and control policies are met
- Ensures timely execution and completion of ad-hoc projects
- Advises staff regarding the handling of non-routine accounting transactions
- Proactively performs ad-hoc account analyses and raises issues on a timely basis
- Identifies and assists in the resolution of operational accounting issues through regular and special analysis to ensure proper accounting
- Assists in the identification, research and resolution of technical accounting issues
- Liaises with other departments to discuss accounting transactions
- Researches and prepares analyses for management inquiries
- Applies accounting judgment when reviewing journal entries, reconciliations, contracts, new accounting pronouncements, and account analyses
- Reviews/prepares supporting documentation and account analyses for internal and external audits

Qualifications for supervisor, accounting

- Should be willing to accept additional assignments and assist other team members as necessary

- 4 - 7 years of experience in Accounting activities with special focus on close process
- Experience working with international clients from US or Canada (desirable)
- Shared Service Center experience (desirable)