

This Accounting Manager job description template includes key [accounting](#) manager duties and responsibilities. You can post this template on job boards to attract prospect applicants.

### Job Brief:

We are looking for an accounting manager to supervise, track and evaluate day-to-day activities. Accounting manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with our [financial management](#) team.

### Responsibilities:

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles

### Manage and oversee the daily operations of the accounting department including:

- Month and end-year process
- Accounts payable/receivable
- Cash receipts
- General ledger
- Payroll and utilities
- Treasury, budgeting
- Cash forecasting

- Revenue and expenditure variance analysis
- Capital assets reconciliations
- Trust account statement reconciliations,
- Check runs
- Fixed asset activity
- Debt activity
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions

### Requirements:

- Proven working experience as Accounting Manager, [Accounting Supervisor](#) or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- BS degree in Accounting or [Finance](#)