

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

### Job Brief:

We are looking for an Accounting Supervisor to oversee our accounting department's daily operations.

You will work closely with a team of [accountants](#) to manage financial functions, including accounts payable/receivable, bank reconciliations and tax audits. Our ideal candidate uses strong analytical skills to create detailed financial reports and forecasts. To succeed in this role, you should also have a problem-solving attitude and be able to manage a team.

Ultimately, you should be able to ensure our financial management is accurate and effective.

### Responsibilities:

- Overseeing daily transactions (e.g. accounts payable/receivable, general ledger and bank reconciliations)
- Participating in tax audits and payroll
- Preparing budget reports
- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations
- Participate in regular tax audits and payroll
- Prepare budgeting reports and forecast revenues
- Manage month-end and year-end closing
- Monitor the daily performance of the accounting department
- Organize financial data into useable information and maintain updated records

- Track the progress of financial and accounting objectives
- Establish accounting policies and procedures, aligned with company's targets
- Ensure compliance with the law

### Requirements:

- Proven work experience as an Accounting Supervisor
- Experience with accounting software (e.g. FreshBooks and Zoho)
- Strong computer skills, MS Excel in particular (managing spreadsheets, creating charts and using advanced formulas)
- Solid knowledge of bookkeeping and accounting principles, laws and regulations
- Excellent analytical skills to manage large amounts of data
- Attention to detail and accuracy
- Team management skills
- Ability to prioritize work
- BS degree in Accounting or Finance
- Accounting certification (e.g. [CMA](#) or CPA) is a plus