

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

Job Brief:

We are looking for a qualified Accountant to handle prepare, compute, manage, research and analyze all [accounting data](#), in order to provide quantitative information on performance, financial position, solvency, liquidity and cash flows of our business.

Responsibilities:

- Managing all accounting operations based on accounting principles
- Preparing budget and financial forecasts
- Computing taxes and prepare tax returns, balance sheet, profit/loss statement etc.
- Manage all accounting operations based on accounting principles
- Prepare budget and financial forecasts
- Publish financial statements in time
- Conduct month-end and year-end close process
- Collect, analyze and summarize account information
- Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc
- Develop periodic reports for management
- Audit financial transactions and document accounting control procedures
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulation and legislation

Requirements:

- Proven working experience as a [cost accountant](#) or in a relevant field
- Thorough knowledge of accounting and corporate finance principles and procedures
- Excellent accounting software user
- Strong attention to detail and confidentiality
- Advanced [degree in Accounting](#)
- CPA or [CMA](#) preferred