JOB DESCRIPTION

| **TITLE** | ACCOUNTANT  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The **Accountant** assists [Organization Name] in making critical financial decisions. Specifically, they are in charge of collecting, tracking, and correcting [Organzation Name]'s finances.

This position also handles financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year. Working with the Finance Department, the Accountant reports to management on the [Organization Name]’s finances and makes recommendations on resource allocation, tax strategies, and assumptions underlying budget forecasts.

[Organization Name]’s Accountant is punctual, honest, detail-oriented, professional, and analytical. They have strong presentation skills and can explain complex quantitative data to the management.

**Duties and Responsibilities**

Overall Responsibilities:

* Verify, allocate, post, and reconcile financial activities.
* Create error-free accounting reports and present their findings.
* Analyze financial data and summarize financial situations.
* Give technical assistance and management advice.
* Examine and make recommendations for changes to accounting systems and generally accepted accounting procedures.
* Participate in the development of financial standards and the forecasting process.
* Contribute to the department's goal-setting process.
* Prepare financial statements and create a budget on time.
* Ensure compliance through direct internal and external audits.
* Compile and analyze account information to prepare asset, liability, and capital account entries.
* Enter account information to record financial transactions.
* Analyze accounting options to make financial recommendations.
* Collect information to summarize current financial status; prepare balance sheet, profit and loss statement, and other reports
* Audit documents to prove financial transactions.
* Keep accounting controls in place by developing and recommending policies and procedures.
* Coordinate activities and provide answers to accounting clerical staff.
* Resolve financial discrepancies by gathering and analyzing account data.
* Complete database backups to protect financial information.
* Perform other related duties as assigned.

**Qualifications**

* Bachelor's or Master's degree in or Accounting or relevant field of study required, or equivalent work experience
* Basic understanding of accounting and reporting standards, as well as experience researching accounting issues
* Accounting software experience is preferred
* Comprehensive understanding of basic accounting procedures and principles
* Knowledge of business trends
* Experience in creating financial statement
* Working knowledge of general ledger functions and the month-end/year-end close process
* Outstanding accounting software and administration skills

**Core Competencies**

* Excellent communication skills
* Ability to effectively multitask in a fast-paced, dynamic environment
* Ability to work in a team environment
* With strong attention to details
* Dependable and with excellent time management abilities

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* Prolonged periods of sitting and working primarily in front of a computer