JOB DESCRIPTION

| **Title** | ACCOUNTING DEPARTMENT HEAD | |
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| **Reports To** | [INSERT TITLE] | |

**Job Purpose**

The **Accounting Department Head** delegates, supervises, and participates in accounting department tasks, overseeing the recording, tracking, and reporting of financial information. The Accounting Department Head also hires, trains, and motivates accounting staff members, develops and implements department controls and procedures, and ensures that the department operates efficiently without sacrificing accuracy.

This position requires analytical, detail-oriented, and honesty in order to succeed. The incumbent should have leadership and interpersonal skills plus a strong understanding of accounting and management principles and financial legislation.

**Duties and Responsibilities**

Specifically, this position entails the following duties but is not limited to:

* Overseeing and delegating departmental tasks while hiring, training, and motivating accounting staff.
* Enhancing accuracy and efficiency by evaluating, developing, and improving departmental controls, systems, and procedures.
* Managing the daily activities of the accounting department and ensuring that all major projects, month-end and year-end reports are completed accurately and on time.
* Maintaining compliance with GAAP and current financial legislation.
* Creating financial reports for management, stakeholders, and external parties, such as vendors and lenders.
* Maintaining accurate and complete financial records and participating in audits and reconciliations as required.
* Assisting other departments in developing strategies, setting objectives, and making financial decisions.
* Preparing internal and external tax returns, updating payroll systems, and calculating salaries.
* Performing reconciliation by comparing transactions and activity to supporting documentation.
* Resolving any discrepancies that may have been discovered.
* Handling accounts payable by providing financial, administrative, and clerical support to the organisation.
* Managing receiving payments, processing, verifying, and reconciling invoices to control expenses.
* Staying up-to-date with the latest developments in finance.

Other related duties as assigned and needed.

**Core Competencies**

* Confident and consistent decision-making skills
* Resourceful and flexible to meet the needs of the organization and the demands of the clients
* Excellent leadership skills
* Ability to maintain professionalism and confidentiality
* Excellent written and verbal communication and interpersonal skills
* Outstanding organizational and planning abilities with the ability to prioritize multiple important tasks
* Strong problem solving and decision making skills

**Qualifications**

* Degree in Accounting, Finance or Business Administration
* XX years of Accounting experience
* Database and tracking system expertise
* Deep understanding of accounting regulations
* Experience in Management, Accounting, or a related field may be preferred.
* Strong understanding of accounting, finance, and management principles.
* Exceptional maths skills.
* Strong computer skills, especially with bookkeeping software and MS Office.

**Working Conditions**

* This position is based in an office environment.
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position is [insert core hours].
* Overtime and hours worked outside of the standard work schedule will be required.
* Extended periods of sitting and exposure to computer screens.