

Accountant Job Description

- Document financial transactions of various types by entering account information data
- Analyze accounting options and suggest financial actions
- Summarize financial status by collecting information and preparing balance sheet, profit and loss , account statement, and other reports
- Ensure accounting controls by suggesting procedures and policies
- Guide accounting clerical staff by answering relevant questions and coordinating activities
- Secure sensitive financial information by completing database backups
- Prepare payments by requesting disbursements and verifying documentation
- Answer accounting related questions by interpreting as well as researching accounting regulations and policy
- Study new and existing legislation and comply all legal requirements
- Ensure that legal financial requirements are adhered to and advice management on relevant actions
- Maintain customer confidence.