

# Corporate Accountant Job Description

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## **Duties and Responsibilities:**

- Analyzes data for the purpose of supporting business decision-making
- Prepares budgets and also go the extra mile to monitor expenditures
- Manages financial reporting and budgeting, and also do forecasting for an organization
- Adheres to accounting procedures so as to be compliant with laid down rules and regulations
- Gathers data on financial areas in an organization or company
- Analyzes and consolidates on financial statutes and results
- Helps to manage periodical reports
- Takes charge of both internal and external audits
- Engages in the analysis of finances in order to determine risks so as to create financial forecasts
- Coordinates the work of both internal and external auditors
- Gives advice to the management on how to draft effective business plan and tackle cost-related problems
- Helps to supervise junior accountants
- Approves monthly payroll for ease of staff payment of salaries
- Analyzes and reviews overhead costs
- Approves all invoices and journals
- Manages and also maintains a resourceful team
- Introduces and develops new procedures in order to improve the accounting process
- Appraises and updates an organization's accounting policies
- Helps to review a company's balance sheet, bank reconciliation and other major accounts, such as inventories, stocks, taxes, accruals, shipments and pre-payments
- Engages in the projection of the company's working capital and also the cash flow statement

- Helps to conduct training for new and existing staff in related departments
- Helps to improve departmental workflow
- Undertakes any other duties or projects as directed by the organization.

### **Corporate Accountant Requirements – Skills, Knowledge, and Abilities**

- Minimum of 5 years of experience as a corporate accounting manager or financial manager, or in any other related discipline
- Possess excellent communication, negotiation, presentation, and customer service skills in both spoken and written forms
- Ability to analyze and present financial results with ease
- Possess strong analytical, interpersonal, and great supervisory skills
- Possess detailed understanding of financial and operational controls
- Possess strong problem-solving skills
- Ability to work with a team
- Must possess a comprehensive knowledge and understanding of financial accounting and reporting in line with international best practices
- Ability to work under intense pressure, handle multiple projects, and meet up with deadlines will be an added advantage
- Ability to show virtues such as honesty, truthfulness, and integrity
- Ability to guild other junior accountants
- Ability to carry out assigned tasks effectively in a fast-paced work environment
- Ability to exemplify self-motivation will be very crucial
- Excellent computer skills in Microsoft Word, PowerPoint, and other accounting software like Peachtree will be critical
- A post graduate degree in Accounting or an MBA is an added advantage.