

# Revenue Accountant Job Description

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- Constantly update tracking sheets for revenue
- Balance bank and company accounts
- Collect financial records and reports of various departments
- Monitor and manage clients' accounts
- Liaise with other financial delegates in the company
- See to it that all payments are made on time
- Inspect balance sheet and correct errors where available
- Carryout business determinations for payments made outside company's financial system
- Supervise financial audit and implement recommendations from audit
- Maintain accounting standards and style of the company
- Submit records of accounts reconciliations to management as stipulated
- Motivate other members of staff to work towards the attainment of company financial goals.