

# Accounting Lead Job Description

## General Purpose

Responsible for overseeing and maintaining the financial records of a company by accurately recording the day to day financial transactions of the company. Responsible for financial analysis and reporting.

## Main Job Tasks, Duties and Responsibilities

- check and verify source documents such as invoices, receipts, computer printouts
- allocate and post financial transaction details to subsidiary books
- transfer data to general ledger
- reconcile and balance all accounts
- draw up financial statements (trial balance, income statement, balance sheet)
- collate and analyze account data and generate financial reports
- track and maintain inventory records
- maintain internal control systems
- manage accounts payable and accounts receivable
- prepare checks, payments and bank deposits
- prepare and process payroll
- comply with relevant reporting requirements
- calculate and prepare tax payments
- assist with budget preparation
- assist with audits
- maintain complete filing system to support financial records

## Experience

- knowledge of bookkeeping practices
- knowledge of generally accepted accounting principles and procedures
- knowledge of relevant legislation and regulatory requirements

- working knowledge of relevant computer applications like Quickbooks
- knowledge of data management and financial data analysis

## **Key Skills and Competencies**

- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis
- problem solving
- solution minded
- communication skills
- confidentiality
- integrity