ACCOUNTING JOB DESCRIPTIONS
(Adopted from the Robert Half Global Financial Salary Guide)

ASSISTANT ACCOUNTANT (ACCOUNTING CLERK)
Verifies and posts transactions to journals, ledgers and other records. Prepares statements, invoices and vouchers. May handle balancing and reconciliations. May specialize in one area of the accounting function. An understanding of bookkeeping procedures and a minimum of one to two years of experience are required.

ACCOUNTS RECEIVABLE CLERK (AR)
Verifies and posts accounts receivable transactions to journals, ledgers and other records. Follows established procedures for processing receipts and cash. Sorts and files documents after posting them. May prepare bank deposits. Computer literacy, an understanding of bookkeeping procedures and one to two years of experience are required.

ACCOUNTS PAYABLE SUPERVISOR (AP)
Oversees accounts payable recordkeeping. Supervises the recording of amounts due, verification of invoices and calculation of discounts. Ensures expense coding, voucher preparation and issuance are accomplished accurately and on time. Produces various reports for management, including an accounts payable register. Typically, two to four years of experience are required.

ACCOUNTS RECEIVABLE SUPERVISOR (AR)
Oversees accounts receivable recordkeeping. Ensures cash receipts, claims or unpaid invoices are properly accounted for. Calculates and enters charges for interest, refunds or related items. Produces account statements or other related reports. Typically, two to four years of experience are required.

ACCOUNTANT GENERAL LEDGER (FINANCIAL ACCOUNTANT)
Prepares month-end general ledger close journal entries and supporting reconciliations. Performs monthly financial statement corporate reporting using Hyperion. Drafts internal financial reports and supporting analytics for division senior management. Supports special projects and processes improvement initiatives.

CHIEF ACCOUNTANT (SENIOR ACCOUNTANT/HEAD OF ACCOUNTING)
Manages accounting functions. Prepares reports and statistical data detailing financial results. Establishes and maintains accounting practices to ensure data necessary for business operations is accurate and reliable. May specialize in one or more functional accounting areas, such as accounts receivable, accounts payable, payroll or budget. Supervises professional and/or clerical accounting employees. Typically, a degree in accounting or business, and five to eight years of experience, are required.

CREDIT CONTROLLER (CREDIT/COLLECTIONS)
Ensures the settlement of outstanding accounts according to contract terms. Contacts customers by telephone and/or letter. Reviews customers’ credit limits and accounts, sends monthly statements, issues escalation or final notice letters, and refers unpaid accounts for debt collection or legal action.

CREDIT MANAGER (CREDIT SUPERVISOR; CREDIT & COLLECTIONS MANAGER)
Determines credit worthiness of clients and formulates credit and collection policies. May supervise the work of one or more of the following functions: credit clerk, controller or analyst. Takes appropriate action against delinquent accounts. An accounting degree is preferred and three to five years of credit and collection experience are required, in most parts of the world.

PAYROLL ACCOUNTANT (PAYROLL COORDINATOR)
Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and other organizations. Calculates and processes special checks, reviews and edits, and makes necessary corrections and adjustments. Typically, two to four years of payroll or related experience is desired.
ACCOUNTING JOB DESCRIPTIONS
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PAYROLL MANAGER
Manages the preparation, distribution and reporting processes for payroll. Oversees the calculation of wages, overtime and deductions to ensure compliance with applicable regulations. Ensures that payments and government reports are disbursed accurately and on time. Establishes policies and procedures for payroll. Typically, three to five years of experience are required.

PAYROLL SUPERVISOR
Supervises computation, documentation and processing of payroll wages and deductions for employees. Coordinates the preparation and maintenance of disbursements, reports and statistics for government agencies and other organizations. A degree and one year of relevant experience, or five years of experience, are required.

MANAGEMENT ACCOUNTANT (COST ACCOUNTANT; ANALYST)
Plans and conducts comprehensive studies to improve the operational and financial effectiveness of the unit. Performs statistical, cost and financial analysis of financial reports and data, and prepares subsequent narrative analysis for management. Plans and conducts in-depth studies to determine cost of business activities. Recommends budget adjustments and other cost improvement measures. Analyses financial data, and extracts and clarifies relevant information. Interprets data to determine past financial performance and/or to project financial probability.

CONTROLLER (FINANCIAL CONTROLLER)

INTERNAL AUDITOR
Conducts audits to verify accuracy of records and compliance with standards, policies and procedures. Compiles audit findings and recommendations to modify and improve systems and procedures. A degree in accounting or business is required and two to four years of experience is desired.

INTERNAL AUDIT MANAGER
Manages the review and verification of records to ensure their compliance with standards, policies and procedures. Develops audit procedures and systems. Oversees audit findings and recommendations. Supervises internal audit staff. Typically, a degree in accounting or business and five to eight years of experience are required.

TAX MANAGER
Establishes and executes campaigns to reduce an organization’s tax debt. Adheres to all national, state, local and international tax laws. Manages the retention and preparation of tax records, tax returns and other required reports. Assesses the impact of an organization’s tax liability. Oversees tax accounting staff. This is the top tax position within an organization. Typically, a degree and five to seven years of experience are required.

FINANCE MANAGER (DIRECTOR OF ACCOUNTING; VICE PRESIDENT OF FINANCE)
Candidates usually have at least 10 years of experience, including previous management responsibility. They also should have comprehensive knowledge of generally accepted accounting principles. Businesses expect a minimum of a bachelor’s degree in accounting but generally prefer applicants who also have earned a master’s degree in business administration (MBA) or relevant certification.

FINANCE DIRECTOR (CHIEF FINANCIAL OFFICER)
Manages the overall financial plans and accounting practices of an organization. Oversees treasury, accounting, budget, tax and audit activities for an organization and its subsidiaries. Supervises financial and accounting system controls and standards. Ensures timely financial and statistical reports for management and/or Board use. Typically, a finance qualification and 10 years of experience are required.