

Accounts manager: Job description

Job brief

We are looking for an accounting manager to supervise, track and evaluate day-to-day financial activities of the company. Accounting manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with senior management.

Responsibilities

- Manage and oversee the daily operations of the accounting department including:
 - Month end & year end accounts reconciliation
 - accounts payable/receivable
 - cash receipts
 - general ledger
 - payroll and utilities
 - budgeting, cash forecasting, revenue and expenditure variance analysis
 - capital assets reconciliations
 - trust account statement reconciliations,
 - fixed asset activity & debt activity
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Manage e-commerce billing activities

Requirements

- Advanced computer skills on MS Office, accounting software (tally preferably) and databases
- Ability to manage large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to delegate and supervise
- **Proven working experience 5 years and above as Accounting Manager or Accounting Supervisor**
- **Masters degree or equivalent in related field**

Location: Chennai