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[COMPANY NAME] JOB DESCRIPTION

Position: Accountant

Job Description:

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Job Tasks:

Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Report to management regarding the finances of establishment.

Establish tables of accounts, and assign entries to proper accounts.

Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.

Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.

Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.

Work as Internal Revenue Service agents.

Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.

Provide internal and external auditing services for businesses and individuals.

Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, and long-range tax and estate plans.

Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.

Represent clients before taxing authorities and provide support during litigation involving financial issues.

Appraise, evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
Maintain and examine the records of government agencies.
Serve as bankruptcy trustees and business valuers.

Required Knowledge:

Mathematics -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Economics and Accounting -- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics -- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Law and Government -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Personnel and Human Resources -- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Required Skills:

Mathematics -- Using mathematics to solve problems.

Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.

Systems Evaluation -- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Systems Analysis -- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Coordination -- Adjusting actions in relation to others' actions.

Abilities Required:

Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.

Mathematical Reasoning -- The ability to choose the right mathematical methods or formulas to solve a problem.

Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

Written Expression -- The ability to communicate information and ideas in writing so others will understand.

Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Near Vision -- The ability to see details at close range (within a few feet of the observer).

Written Comprehension -- The ability to read and understand information and ideas presented in writing.

Speech Clarity -- The ability to speak clearly so others can understand you.

Inductive Reasoning -- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Job Activities:

Interacting With Computers -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.

Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.

Interpreting the Meaning of Information for Others -- Translating or explaining what information means and how it can be used.

I _____ acknowledge that I have read and understood this job description for the position of Accountant.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____