

Job Description Template for ACCOUNTING MANAGER

Job Title: Accounting Manager

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As an Accounting Manager, you will be responsible for overseeing financial reporting, managing accounting processes, and ensuring compliance with accounting standards. You will lead a team of accountants, coordinating daily financial operations and reporting, and ensuring the accuracy and integrity of financial data.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights]

[Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

LEVEL OF EXPERIENCE / EXPERTISE REQUIREMENTS

(Use as per requirement)

- **Mid-Level (3–5 years):** Supervising accounting operations, preparing monthly reports, assisting with audits, and managing financial discrepancies.
- **Senior Level (6+ years):** Strategic management of accounting departments, overseeing audits, ensuring tax compliance, and working closely with upper management to advise on financial strategy.

JOB PROFILE SPECIFIC QUALIFICATIONS

(Add more if required)

- Bachelor's degree in Accounting, Finance, or related field.
- Professional certifications such as CPA, CMA, or equivalent are preferred.
- Knowledge of relevant financial software and tools (e.g., QuickBooks, SAP, MS Excel).
- Strong understanding of accounting principles and financial reporting standards.

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Oversee daily accounting tasks, ensure timely processing of transactions, and assist in preparing financial statements.
- Track accounting processes, assist in audits, prepare monthly financial reports, and ensure compliance with all financial regulations.
- Coordinate and review financial statements, ensure timely tax filings, assist in strategic financial planning, and collaborate with other departments for financial decisions.
- Maintain accurate financial records, adhere to local tax laws, and implement internal controls to prevent financial mismanagement.

Skills Required (Technical + Behavioral):

- Proficiency in accounting software (e.g., QuickBooks, SAP) and Microsoft Excel.
- Strong understanding of financial regulations, tax compliance, and accounting principles.
- Analytical skills with attention to detail.
- Strong communication and leadership abilities.
- Ability to manage deadlines, prioritize tasks, and handle sensitive financial information.

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