

Job Description Template for ACCOUNTING SUPERVISOR

Job Title: Accounting Supervisor

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

We are seeking an experienced Accounting Supervisor to oversee daily accounting operations, ensure compliance with accounting standards, and supervise the accounting team. This role is critical in maintaining the financial health of the organization by ensuring accurate financial reporting, budgeting, and supporting financial audits.

ABOUT THE ORGANIZATION

[Insert Company Name] is a [Insert Industry-Specific Description] organization recognized for its financial discipline and integrity. Our finance department is instrumental in providing the insights, controls, and processes necessary to sustain business operations and growth.

Level of Experience / Expertise Requirements

(Use as per requirement)

- **Entry Level (0–2 years):** Assist with routine accounting tasks and support senior accounting staff.
- **Mid-Level (3–5 years):** Supervise accounting operations, ensure accuracy in reports, and handle reconciliation processes.
- **Senior Level (6+ years):** Lead accounting teams, develop financial strategies, and ensure adherence to financial regulations.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's or Master's degree in Accounting, Finance, or a related field
- CPA or similar certification preferred
- Strong understanding of accounting software and financial regulations
- Prior experience in supervising accounting teams and reporting systems

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Supervise the daily operations of the accounting department (Mid-Level)
- Ensure the accuracy and integrity of financial reporting (Mid-Level)
- Oversee monthly, quarterly, and year-end closing processes (Mid-Level)
- Manage general ledger accounts and reconcile financial discrepancies (Mid-Level)
- Provide guidance and training to junior accounting staff (Senior Level)
- Review and approve financial reports and statements (Senior Level)
- Support internal and external audits (Senior Level)
- Maintain compliance with financial policies and industry regulations (Senior Level)

Skills Required (Technical + Behavioral):

- Strong leadership and team management skills
- Expertise in accounting software and financial analysis tools
- Excellent problem-solving and analytical abilities
- Attention to detail and organizational skills
- Knowledge of financial regulations and compliance standards
- Strong communication and interpersonal skills

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