

## Sample Job Posting

Provided below is a sample job description for an Accounting Manager position.

[COMPANY NAME]

**Position Title:** Accounting Manager

**Location:** City, Province, Country

**Duration:** full-time, part-time, contract

**Salary or Salary Range:** optional

### **Company Background:**

*In this section, inform the candidate about your company. If possible, include the following:*

- Main activities
- Company goals, mission, and objectives
- Headquarters, offices and extent of global reach
- Number of employees
- Awards, recognition or ranking (ie. One of top 25 companies to work for)
- Ethical, social and environmental commitments
- Past connections to Sauder, including interns hired in the past
- Company quotes or tag lines
- Corporate Website
- Benefits of internship

### **Position Summary:**

*In this section, construct a brief description of the position, taking into consideration the following questions:*

- What is the candidate's role in the company?
- What contribution do you wish to see them make?
- What will they be working on?

*Provided below for your convenience is an example of a position summary. Please feel free to include the following phrases. However, we suggest a more thorough description of the role as this will attract the best-suited match for the position:*

[As an Accounting Manager your role would include preparing the financial statements for the company as well as quarterly public reporting requirements. You will prepare audit working papers and contribute to annual budget preparation and financial forecasts. You will also work on group consolidations and MD&A. The individual in this position will report to the [Job Title] and is responsible for a number of specific tasks as outlined below under responsibilities.]

### **Responsibilities:**

*In this section, construct a brief description of the position's key responsibilities. Please feel free to include the some or all of following phrases:*

- Plans and manages all financial and accounting processes to ensure timely production of accurate financial statements

- Reviews monthly reconciliations and reviews/prepares month-end packages
- Assists in the development of internal control standards and procedures covering revenue, cash handling, and other expenditures
- Reviews daily financial transactions, purchase orders, commitments, and expenditures
- Monitors and/or analyses cash flow and cash flow requirements
- Collaborates with external organizations and regulatory agencies to facilitate effective planning and implementing of financial functions
- Liaises and coordinates the annual audit with the external auditors
- Preparation of personal and corporate income tax returns
- Preparation of daily and monthly journal entries
- Interpret financial results for the management team
- Implement cost controls
- Monthly balance sheet account reconciliations and preparation of supporting documentation

**Requirements:**

*In this section, specify the skills and qualifications you are looking for in a candidate. Please feel free to include the some or all of following phrases:*

- Strong process development and leadership skills
- Excellent interpersonal skills & client service skills
- Strong commitment to excellence and attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Ability to develop effective working relationships with staff, peers, and industry colleagues/contacts in a team environment.
- Excellent computer skills, particularly Excel and pivot tables, and the ability to learn new computer programs efficiently
- Proven ability to monitor and uphold high quality of service and products to both internal and external clients
- Able to think globally and work with various cultures/backgrounds
- Demonstrated flexibility in adapting to a wide variety of tasks and functions
- Strong multi-tasking and prioritization skills with the ability to adapt to change

**Application Deadline:** [Enter posting Expiration Date]

**Application Process:**

*In this section, specify how you would like candidates to apply. The following is recommended:*

- **[E-mail]** - please reference job title in the subject line and ensure contact name and e-mail are provided
- **[Corporate website link to Careers section where job is posted]**
- COOL application (link) - the career center will bundle all applications and send them to the employer on the closing date

*Specify the contact name and the address to which cover letters can be addressed:*

Please send applications to [Hiring Manager] to [email@address.com]  
Address all cover letters to [Hiring Manger] at the following address:

[Hiring Manger], [Company Name]  
[Suite number and address] [City, Province]  
[Postal]