

## **Roles and responsibility of Account Officer**

### **Financial Recordkeeping and Reporting**

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account data.
- Produce accurate, error-free accounting reports and present results.
- Summarize current financial status by preparing balance sheets, profit and loss statements, and other key reports.
- Analyze financial information and summarize the financial status.
- Prepare financial statements and budgets according to schedule.
- Support month-end and year-end close processes.

### **Financial Analysis and Recommendations**

- Recommend financial actions by analyzing accounting options.
- Provide technical support and advice on financial management.
- Participate in financial standards setting and forecasting processes.
- Provide input into departmental goal-setting processes.
- Review and recommend improvements to accounting systems and procedures.

### **Compliance, Auditing, and Controls**

- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by developing and recommending policies and procedures.
- Develop and document business processes and accounting policies to strengthen internal controls.
- Direct internal and external audits to ensure compliance.
- Verify, allocate, post, and reconcile transactions.
- Secure financial information by performing regular database backups.

### **Team Leadership and Coordination**

- Guide accounting clerical staff by coordinating activities and addressing inquiries.
- Plan, assign, and review the work of junior staff.
- Communicate with Managers and/or Directors on work status and client concerns.

### **Client Relations and Communication**

- Communicate effectively with clients.
- Contribute to a strong client relationship through positive and professional interactions