

Job Description
Manager/Deputy Manager – Finance Operations

Position Summary

This QuickBooks Accountant Position is responsible for performing accounting for various international clients in QuickBooks, Xero and other Accounting software.

The purpose of this role is to perform accounting for various GlobalFPO clients across globe including USA, UK, Canada, Australia and New Zealand, UAE, Dubai etc

Job Responsibilities

1. Manage team, clients and related assignments in an accurate and timely manner
2. Build and manage client relationship and assist management in Business Development
3. Manage, review and finalize end to end accounting
4. Manage Bank feed and reconciliation
5. Manage Accounts Receivable feeding, reconciliation and Accounting
6. Manage Accounts Payable feeding, reconciliation and Accounting
7. Create journal entries and prepare backups and audit trail
8. Review, clean up and finalize accounting books
9. Create US/UK/Canada/ Australia Tax ready books
10. Work from GlobalFPO India Office or from home (only during pandemic) as directed by Management for clients across globe including USA, UK, Canada, Australia and New Zealand, UAE, Dubai etc.
11. Prepare Financial Statements as per multiple GAAPs

Knowledge, Skills and Abilities

Experience	<ul style="list-style-type: none">• CA/CMA• 7+ years of Experience in field of accounting with at least 5 years' experience in QuickBooks (Online and Desktop) Accounting Software is a must.• Excellent knowledge of accounting concepts and principles.• XERO, Sage, Receipt Bank, Bill.com will be an added advantage.
Knowledge and skills (general and technical)	<ul style="list-style-type: none">• Able to lead and motivate a team of Bookkeepers and Accountants• Innovate, implement best industry practices and work as a natural team-player in the business functions.• Work in variable shift timings• Able to understand the client requirement and communicate the same to the team.• Self-Driven to motivate the team and achieve client expectations.• Excellent attention to detail and able to juggle multiple tasks with deftness and attention to deadlines.• Ability to work under stringent timelines.• Ability to prioritize workload and meet deadlines.• Communicate with conviction in all situations with all levels of staff/client organizations.

Other Requirements

(licenses, certifications, specialized training – if required)

- Preferred location of candidate in **Noida**

Working Relationships**Internal Contacts**

(and purpose of relationship):

- CPAs/Bookkeepers based overseas.
- Business Owners/ their team members based overseas.
- Internal Stakeholder Management

About Global FPO :

Global FPO>> is a young outsourcing and consulting organization offering services across the globe including USA, UK, Europe, Canada, Australia, Asia, Japan, Dubai and Far East. GFPO>> experts provide services at competitive prices to our clients in areas of:

1. Bookkeeping & Controller level services
2. Tax Filing,
3. Payroll processing
4. Accounting Advisory and GAAP Reporting
5. Audit and Transformation consulting
6. Learning & Development
7. Data entry and validation Outsourcing
8. India Business Setup Services,

To Know more, please contact us at info@globalfpo.com or visit our website: www.globalfpo.com

Our Mission

- Deliver range of Professional Outsourcing and Consulting Services from Transaction level support to Business Transformation Solutions
- Provide enabling services at most competitive price to our clients across the globe.
- Sustain superior performance with focus on effective and efficient utilization of resources.

Our Vision

To be recognized as a World Class Outsourcing and Consulting Services Organization. Encourage Innovation and enable collaboration. Create a network of global presence and overcome geographical barriers leveraging technologies delivered by best in class people.

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