



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Accounting Lead</b>
<b>Business Unit / Group Function</b>	ODC
<b>BU Team / Sub-Function</b>	USA Finance
<b>Location</b>	Edison, NJ Office
<b>Team Leader</b>	Head of Accounting & Compliance
<b>Team Members</b>	Yes
<b>Job Level</b>	4A
<b>Role Purpose</b>	
Coordinates team performance of general ledger processes in support of recording timely and accurate finance results. Delivers expertise in accounting, tax, and related systems to team members and maintains accountability for their application of appropriate accounting practices in performing their day to day roles.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>Coordinates general ledger closing and holds team accountable for meeting calendar of financial and tax compliance</li><li>Signs off on the completion all B/S account reconciliations for general accounting on a monthly basis to be reviewed by Head of Accounting &amp; Compliance (CFO quarterly) and reports and issues impacting reported performance.</li><li>Liases with Tax advisors to understand reported tax balances and ensure the accuracy of recorded tax balances.</li><li>Leads monthly general ledger review with Head of Accounting &amp; Compliance and CFO to provide assurances around accuracy of reported balances and has expert knowledge of the content and methodology for reported balances.</li><li>Compiles Balance sheet budgets and forecasts for review and submission by Head of Accounting &amp; Compliance</li><li>Assists Controller in establishing process for managing the general ledger and accounting functions and systems, ensuring compliance with WG&amp;S Accounting policies and appropriate GAAP standards and regulatory requirements while maintaining accurate financial accounts.</li><li>Facilitates completion of internal and external audits of financial general ledger and tax records</li><li>Subject matter expert in financial systems and general ledger accounting with responsibility to ensure controls over the g/l are adhered to and the understanding of how to operate within our financial systems is well understood by the broader finance team and organization.</li><li>Continually evolves accounting practices with regulatory requirements and finds ways to build a more efficient way to meeting accounting obligations without increasing compliance risk</li><li>IFS Super User providing training to new and existing employees</li></ul>	