



Example of Financial Reporting Accountant Job Description

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Our company is growing rapidly and is looking to fill the role of financial reporting accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for financial reporting accountant

- Reviews statement of cash flows each month end for internal and external reporting
- Preparation of monthly revenue share statements
- Preparation of cost allocations and related journal entries
- Prepare invoices and check requests where applicable
- Assist with preparation and analytics of related party transactions
- Assist with the capitalization of website development and internal-use software costs in accordance with SOP 98-1 and EITF 00-02
- Report fund economics to Management Company for use in public filings (10Q, 10K)
- Submit reconciliations to fund administrator records
- Provide information requests to Investor Relations
- Assist in the preparation of SEC and other regulatory filings to include the 10K, 10Q, footnote disclosures

Qualifications for financial reporting accountant

- Minimum 3-5 years relevant accounting experience (Big 4 and private experience preferred)
- 4 year college degree (BS Accounting)
- 1-2 years Financial Accounting experience would be a bonus
- Minimum five years combination of Corporate Accounting and Public

- Real estate or property management industry a plus