



# Example of Financial Reporting Accountant Job Description

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Our growing company is hiring for a financial reporting accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial reporting accountant

- Ensuring tax compliance deadlines are met
- Completion of 13 sets of statutory accounts
- Assist with the preparation of internal executive financial statements and external SEC filings
- Prepare electronic work papers to support filings
- Support XBRL tagging and review process
- Involvement in preparation and review of the earnings press releases, earnings conference call scripts and other financial data summaries
- Support external audit requests and department's compliance with ICOFR
- Compiles regular and ad-hoc reports summarizing and analyzing financial results
- Prepare and submit annual capital budgets for the plant
- Participate in meetings and discussions around capital planning and budgeting

## Qualifications for financial reporting accountant

- Continually assess processes to improve efficiency, reduce risk or cost, to increase job satisfaction
- 3-5 years of solid accounting experience, preferably experience in internal/external reporting or any combination of each

- Bachelor's degree in Accounting is required or an equivalent combination of education, training and experience that would provide the knowledge, skills and ability required in performing the job
- Well organized, detail oriented – will need to track own progress on a number of tasks
- Experience preparing and/or auditing SEC filings