



Example of Financial Reporting Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of financial reporting accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for financial reporting accountant

- Maintains financial databases, computer software systems and manual filing systems
- Provide support for the quarterly earnings release process
- Participate in special projects as may arise
- Preparation of consolidated financial statements and management reports on monthly, quarterly and annual basis
- Prepare audit and related roll forward schedules
- Prepare support schedules for consolidation analysis, such as consolidated cash flows schedules, intercompany foreign exchange journal entries, and consolidation elimination reports
- Prepare various ad hoc reports and analyses for management through Insight and JDEdwards
- Apply strong knowledge of chart of accounts to verify proper general ledger account coding and coding of vendor transactions
- Reconcile various general ledger accounts on a monthly basis, including cash, receivables, fixed assets, intercompanies, payables, deferrals
- Prepare and input journal entries and determine appropriate accruals to be made monthly

Qualifications for financial reporting accountant

- Preparing accrual entries
- An undergraduate or Master's degree in Accounting
- Prepares monthly and quarterly journal entries
- 2+ years of experience of SEC financial reporting
- One to two years of public accounting experience preferred