



Example of Financial Reporting Accountant Job Description

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Our growing company is looking 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

- Timely and accurate delivery of global audit workpapers and data requests (planning, interim and final)
- On-going coordination and communications with global vendors, including external audit firm and third party accountants, and foreign offices
- Special reporting and analysis projects, as requested
- Prepare reporting for Institute on Aging
- Prepare reporting for claim service utilization
- Support reporting through preparation of claims schedules
- Prepare annual clinical cost report
- Prepare Medicare revenue breakdown in support of accounts receivable
- Maintain intercompany matrix of charges supported by intercompany agreements
- Maintain coding for UltiPro and Plexis

Qualifications for financial reporting accountant

- Preparation of ERISA and statutory insurance financial statements
- Assist in various other ad hoc projects
- Strong organizational skills, research skills and attention to detail
- Strong and demonstrated analytical skills and problem solving skills
- CPA or other Equivalent Professional Certification preferred

