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# Example of Accounting Compliance & Reporting Job Description

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

## Responsibilities for accounting compliance & reporting

* Partner with other teams including Treasury, Tax, Legal, Investor Relations and Financial Planning & Analysis to obtain appropriate information to complete regulatory filings
* Prepare audit disclosure checklist to ensure financial statements are accurate and complete
* Participates in the evaluation and determination of significant and complex transactions and how the financial statements and disclosures will be impacted
* Support other teams with research and accounting guidance
* Proactively assist company external auditors and internal auditors, as needed, to ensure an efficient and effective audit process
* Maintain current financial reporting documentation, as needed, and create new documentation as necessary to ensure optimal internal controls
* Completion of external audit requests
* Oversight of SOX compliance activities
* Manage the co-sourced federal and state income tax returns
* Oversee domestic corporate governance matters such as business licenses and annual reports

## Qualifications for accounting compliance & reporting

* 5 years of experience in Accounting/Finance with a minimum of 3 years in a supervisory/managerial capacity or 7-10 years of experience in a senior/lead level role required
* 3+ years of relevant accounting experience required with a mix of Big 4 public accounting and industry experience preferred
* Experience preparing external financial statements
* Technical accounting policy aptitude a plus
* Experience with SAP, Hyperion Financial Management (HFM) and WDesk/Workiva is a plus
* Certified Accountant / Tax Qualified (ACA/CTA/ATT)