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# Example of Accounting & Reporting Job Description

Our company is growing rapidly and is looking for an accounting & reporting. 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 accounting & reporting

* Assist with reporting related to M&A transactions
* Support divisional month end reporting process
* Provide technical updates and training as necessary to the global finance organization other corporate functions
* Coordinate year-end audit and quarterly reviews of financial statements by outside auditors
* Interact with the external audit partner and managers on various technical issues that arise on the audit
* Responsible for the adequacy of documentation and review of internal controls and compliance with SOX 404 for all related processes
* Oversee the preparation of the internal monthly financial reporting package
* Participate in the ancillary audits such as the 401(K) plans, including the filing of Form 11-K, other joint venture audits
* Review the account reconciliation process review of all general ledger accounts
* Perform account reconciliation oversight reviews for all general ledger accounts under your responsibility

## Qualifications for accounting & reporting

* Seven to ten years accounting experience
* Understanding of foreign currency translation and remeasurement
* 10-15 years of broker dealer regulatory reporting experience
* Strong Rule 15c3-1 and 15c3-3 knowledge and experience
* Experience interacting with systems in developing and maintaining technology solutions
* Federal Reserve reporting experience