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# Example of External Reporting Manager Job Description

Our company is looking for an external reporting manager. 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 external reporting manager

* Review other external reporting-related materials for accuracy and consistency
* Conduct quarterly peer benchmarking of MD&A and other external reporting-related disclosures
* Managing, preparation and submission of regulatory reports for the banking group
* People leadership responsibilities in order to meet internal and external deadlines
* Subject Matter Expert in projects on an ad hoc basis
* Financial reporting control activities along with risk management
* Supervise key aspects of the SEC and FERC reporting process, draft disclosures, process changes, produce accurate documents and maintain a quarterly list of disclosure items to coordinate with the printer
* Interact and ensure effective information exchange with Business Units, the Controller’s Group, Investor Relations, Treasury, the Controller’s Group, internal and external legal counsel, and internal and external auditors
* Research and apply new accounting pronouncements
* Benchmark SEC filings from other companies

## Qualifications for external reporting manager

* Ability to work both on own initiative and to manage and develop colleagues within the team
* Ability to deliver concise, considered and compelling arguments and present ideas, concepts and complex financial information accurately and with clarity
* Big 4 accountancy practice background
* Strong external reporting / regulatory experience
* Excellent interpersonally
* Preferably Financial Services experience