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# Example of External Reporting Manager Job Description

Our growing company is hiring for an external reporting manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for external reporting manager

* Research and appropriately apply new accounting pronouncements
* Assist as appropriate in the supervision of staff accountants, including the review of information prepared to ensure completion of tie-out binders, checklists
* Prepare data request responses and answer ad-hoc requests for internal and external customers
* Coordinate and review SEC quarterly and annual reports, including financial statements, footnotes, Management’s Discussion and Analysis, Earnings Releases, Earnings Presentations and Investor Presentations
* Assisting with accounting research efforts related to the operations of the global corporation, including the development of position papers on accounting matters
* Assist in providing guidance and support to corporate and operating company personnel on technical financial and accounting matters
* Participating in accounting and reporting of highly technical areas (e.g., impairment reviews )
* Working with the external printers in the SEC filing process (coordination of timetables, review of changes submitted, formatting review)
* Draft disclosures contained in SEC filings (10-Q/Ks, 8-Ks)
* Prepare accounting position papers on a variety of topics, as needed

## Qualifications for external reporting manager

* Understanding of accounting theory, principles and regulations including FASB/GAAP, SEC and SOX compliance
* Understanding of documentation requirements in work papers and disclosures with an ability to document technical issues
* Project management experience and technology skills
* Success implementing best practices within area of responsibility
* 7-10 years’ experience in a Big 4
* Experience with Workiva Wdesk