Downloaded from <https://www.velvetjobs.com/job-descriptions/financial-manager>

# Example of Financial Manager Job Description

Our growing company is searching for experienced candidates for the position of financial 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 financial manager

* Review Production, Casting and Public Relations show and event out of pocket expense invoices
* Prepare actual to budget variance analysis and related profit and loss report
* Complete weekly cash / accounts receivable reporting and bi-monthly revenue reporting
* Reconcile monthly American Express statement, ensuring all receipt documentation is captured
* Filing of legal entity bank reporting and preparation of quarterly analyst call information
* Provide timely advice regarding SEC/FASB reporting issues and assist with corporate implementation
* Manage a varied portfolio of clients
* Lead, motivate, coach and manage the customer service team ensuring consistent consistently high quality service
* Ensure compliance with all legal, compliance and regulatory requirements
* Support management to deliver on overall business targets

## Qualifications for financial manager

* Experience using or auditing SAP applications a plus
* Eligible to be a Registered Investment Sales Representative (RISR) via completion of the Investment Funds in Canada or Canadian Securities Course registered and lending qualified
* Candidate needs to be fluent in French, English and Mandarian
* Experience in public or private accounting preferred
* Entertainment industry experience preferred, preferably in the area of Television Syndication
* Must be a team player with the ability to work with staff at all organizational levels across various Business Units