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# Example of Financial Reporting & Accounting Specialist Job Description

Our company is growing rapidly and is looking to fill the role of financial reporting & accounting specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial reporting & accounting specialist

* Research and become subject matter expert for new accounting disclosures
* Research and analyze accounting issues that arise from the firm’s business initiatives
* Managing operational project timelines
* Acting as a liaison with all Investment Operations teams, legal and compliance, shareholder servicing, distribution and portfolio management
* Working collaboratively with management to develop recommendations and identifying improvement opportunities
* Support LMS Country Implementation Manager
* Collect, scan contracts and ensure proper data accuracy
* Ensure all necessary data is available, accurate and compliant
* Ensure that applicable policies, processes and procedures are fully documented and consistently applied
* Input existing contracts criteria's in Lease Management tool (LMS)

## Qualifications for financial reporting & accounting specialist

* Ability to plan and manage several initiatives concurrently
* Bachelor degree and at least 4 – 8 years of prior relevant experience
* Experience managing a team and/or direct reports
* Ability to manage problems that are unclear and may require understanding of a broader set of issues, and may be difficult
* General understanding of GAAP and application in a large-organizational setting
* Accounting or equivalent BA degree