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# Example of Financial Reporting Manager Job Description

Our company is growing rapidly and is hiring for a financial reporting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial reporting manager

* Manage Sarbanes-Oxley 404 internal control process, providing direction and guidance to internal audit evaluation consultants
* Work closely with Accounting Managers and Portfolio Controllers to identify relevant information and key financial metrics to be included in corporate filings
* Obtain deliverables on a timely basis in order to meet filing deadlines
* Perform benchmarking with peer companies to determine "best practice" disclosures
* Ensure organization of all detailed support for SEC filings and provide documentation to auditors
* Act as primary liaison with external and internal auditors
* Work closely with the Controller to establish objectives, set timelines and undertake responsibility for driving projects to completion
* Responsibility to provide statutory & regulatory requirements whilst ensuring the business remains complaint
* Preparation of the technical accounting papers working closely with internal Directors and Audit Committees
* Manage the planning and execution of the external and internal financial reporting procedures

## Qualifications for financial reporting manager

* Must have the ability to organize and schedule work affectivity in order to meet deadlines
* Must have the ability to multi-task in order to oversee multiple projects at one time
* Must have discretion with handling confidential or sensitive information
* Ensuring adherence to firm policies in the area of Financial Reporting
* Manage a portfolio of Technical Financial Reporting Reviews
* Promoting the Financial Reporting Group both internally and externally