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# Example of Financial Reporting Manager Job Description

Our innovative and growing company is looking for a financial 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 financial reporting manager

* Remain up to date regarding major technical/regulatory changes across various jurisdictions having an impact on the production and the team’s output
* Provide guidance and direction to the production staff to ensure the department’s tasks are planned, organized, monitored and completed in a timely and successful manner
* Supervise/manages nonexempt and exempt staff
* Interface with the company’s Executive Management, External Public Accountants, Internal Accounting, Treasury, Planning and Analysis, and Legal Departments on an as needed basis
* Assist the Vice President in preparation of all SEC reporting and manage the electronic and hard copy documentation of reports
* Maintain the departments electronic files ensuring proper version control, maintenance of all final department documents and proper controls over them
* Assist in the coordination of annual audit and quarterly review activities of external auditors and answering information requests
* Accurate and timely completion of assigned analysis per the prepared by client lists for annual audits and quarterly reviews
* Coordinate comment and review process of SEC filings with outside counsel, corporate departments and financial reporting members
* Maintain an in-depth knowledge of the general ledger, consolidation model and reporting model

## Qualifications for financial reporting manager

* Knowledge of systems utilized (FundSuite, InvestOne)
* Mandatory to have 'Big 4' background and ideal for a 1st time mover
* Ability to business partner and develop relationships within the business
* Ideally applicant will be looking to make their first move from a Big 4 chartered firm with 3/4 + years post qualified experience and currently operating at Manager level
* Financial services experience essential, ideally banking/investments
* Experience in a financial reporting role