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# Example of Manager, Financial Reporting Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, financial reporting. 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 manager, financial reporting

* Assist as necessary in the analysis and preparation of equity based compensation calculations, journal entries and communication with Payroll and Legal departments
* Preparation of purchase accounting for acquisitions and for disposals of assets and markets
* Assist in review and analysis of the third party valuations for annual Goodwill and Indefinite-Lived Intangibles impairment testing, purchase price allocations and derivative valuations
* Comply with all internal audit requests related to Sarbanes-Oxley testing and maintain financial reporting procedures to comply with internal control requirements
* Perform continuous assessment of the reporting process and process re-engineering to increase the efficiency of preparation and reduce the timing
* Contribute to the preparation and review of financial reports filed with the Securities and Exchange Commission, including Forms 10-K, 10-Q, annual report, and proxy
* Coordinate and lead the preparation of certain audited financial statements of subsidiaries, including 401k Plan and ESIP, and coordinate audit with external auditors
* Ensure all SEC reports are filed in compliance with applicable regulations, including XBRL requirements, and in accordance with the corporate calendar
* Coordinate requests by Legal and other groups for audited financial statements and other information for fund and entity registrations for local regulators
* Coordinate and lead the review of subsidiary financial statements

## Qualifications for manager, financial reporting

* Must possess good working knowledge of security market, financial services, financial instruments, and accounting standards
* At least 3 years of departmental management and supervisory experience
* Must have experience with automated financial systems, including a general ledger
* Graduate level courses in accounting or an advanced degree or certification in finance, accounting, or management preferred
* Experience in audit, taxation and statutory matters preferred
* Ability to plan and organize multiple tasks, prioritize and oversee work assignments to meet deadlines