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# Example of Manager, SEC Reporting Job Description

Our growing company is looking for a manager, SEC 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, SEC reporting

* Research new accounting standards and technical issues
* Manage SOX 404 Program including but not limited managing third party SOX relationships, maintaining the company’s SOX application tool, communication both internally and externally to ensure company’s compliance
* Make recommendations to improve system controls and reduce expenses
* Supervise and review the quarterly tax provision process with external consultants
* Maintain and assist in the preparation of annual budgets quarterly forecasts
* Perform budget vs
* Prepare various schedules and analyses for internal reporting
* Plan, coordinate and prepare for quarterly review and annual audits performed by external auditors
* Participate in ad hoc projects as assigned by supervisor
* Drafting and maintaining support for public filings and disclosures, including Forms 10-K, 10-Q, and 8-K

## Qualifications for manager, SEC reporting

* Pharmaceutical/Biotech or similar industry a must
* Demonstrated knowledge and ability in researching new accounting guidance and the accounting treatment of complex issues such as acquisitions, stock compensation, equity
* High technical aptitude with MS-Excel and other software tools
* Willingness and desire to be a hands-on contributor
* Excellent organizational skills with the ability to manage multiple tasks and deliver effective results
* 5+ years of experience in a combination of Public Accounting and Public Company experience with Audit and preparation of financial statements and required disclosures