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# Example of Manager, SEC Reporting Job Description

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

## Responsibilities for manager, SEC reporting

* Keeping up to date with the latest regulatory accounting disclosure requirements
* Ensure internal controls are current and are performed and operating effectively on a timely basis
* Oversees accounting research and compliance issues relating to filings
* Prepares financial statements, reports and records by collecting, analyzing and summarizing information
* Researches and advises senior management on new financial reporting requirements
* May assist in analyzing financial reports identifying key trends in the business
* May assist with the creation of presentations for the Board of Directors or stakeholders
* Provide leadership in the development and implementation of policies and procedures for department
* Gathers data and prepares documents required for financial statements and footnotes, post IPO compliance (SEC) reporting requirements
* Ensures data integrity and proper accounting and with auditors who support the review and audit of SEC filings

## Qualifications for manager, SEC reporting

* Background in "Big 4" public accounting preferred
* Public accounting experience with SEC Reporting (Large CPA firm or Big 4)
* Strong GAAP knowledge and experience with filing requirements
* A Bachelor's degree with a major in accounting and CPA are required
* Minimum of 6 to 8 years of relevant experience in financial accounting/reporting
* Working knowledge of U.S. GAAP and SEC reporting requirements is essential