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# Example of Reporting & Accounting Manager Job Description

Our growing company is looking for a reporting & accounting manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reporting & accounting manager

* Participate in other processes as needed to ensure proper disclosures of all material items in the Company’s SEC reports
* Perform accounting and regulatory research as needed to ensure compliance with current Securities and Exchange Commission (SEC) and New York Stock Exchange (NYSE) regulations and accounting standards
* Lead the implementation of new US GAAP standards
* Serve as subject matter expert on technical accounting and reporting matters including lease accounting, derivative and hedge accounting, fair value of financial instruments and other equity-related item
* Interface effectively with internal and external stakeholders, including the company’s external auditor, to successfully resolve complex accounting and reporting matters the accounting of acquired businesses
* Assist with establishing new accounting policies and procedures as necessary
* Supervise one fund accountant
* Assist in determining accounting and structure for emerging products/services and related revenue streams
* Implements operating procedures in conformance with annual budget
* Prepare a full set of annual audited financials footnotes in accordance with privately held company reporting requirements

## Qualifications for reporting & accounting manager

* Reporting to the Associate Director Finance, the Manager, Accounting and Regulatory Reporting partners across internal teams and business partners, to coordinate and facilitate day to day activities, provide monthly and quarterly financial information to head office, the Board of Directors and external regulators
* BS/BA in Accounting or Business related field required
* Advanced knowledge of trust and securities operational functions, systems, procedures, products and services
* Practical experience auditing financial reporting and accounting related activities
* Strong project management and analytical skills to conduct audits and assess financial, operational, and systems risk
* General understanding of risk assessment, control analysis and audit methodologies