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# Example of Reporting & Accounting Manager Job Description

Our growing company is looking to fill the role of reporting & accounting manager. 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 reporting & accounting manager

* Quarterly SEC financial reporting preparation, including financial statements, footnotes and management discussion and analysis and all external reporting requirements required by GAAP and the SEC, including 10K, 10-Q, and 8-K, other prospectus and registration filings
* Manage the group’s technical research process for proposed accounting pronouncements and SEC regulations
* Reviewing XBRL tagging in SEC filings
* Drive and monitor improvements to sustain a highly effective and efficient accounting and reporting process
* Review of annual report on Form 10-K, quarterly reports on Form 10-Q, current reports on Form 8-K and any other financial filings as required by the SEC
* Be the go-to person for technical accounting related items
* Oversight of BCG's global accounting policies
* Responsible for delivery of consolidation and cash flow solutions as an individual contributor within the Controlling & Reporting accounting organization, typically addressing complex, unique and/or challenging issues
* Establish world-class external reporting and accounting policy organization for rapidly growing global organization initially supported by a senior reporting analyst
* Provide leadership on cross functional tasks related to financial reporting and analysis including monthly budget variance analysis

## Qualifications for reporting & accounting manager

* The ability to establish and maintain effective relationships with management, external auditors and other control partners to analyze business risks and controls
* Demonstrated ability to effectively and confidently discuss issues with management and develop business-focused recommendations to strengthen controls is essential
* Advanced skills in Excel and Word required
* High level or proficiency in Microsoft excel
* Strong tax accounting technical skills, business acumen, analytical thinker, detail orientated
* Self-motivated with ability to work in a fast paced environment, excellent organizational skills