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# Example of Reporting & Accounting Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of reporting & accounting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for reporting & accounting manager

* Oversees SEC filing including annual and quarterly reports, forms and correspondence by ensuring accuracy of data presented
* Liaison with external auditors, external and internal legal counsel and other internal reporting stakeholders on SEC reporting matters
* Assist in establishing an internal audit function ensuring appropriate design and operation of controls
* Expand the existing accounting policy manual and ensure it adequately addresses changes to the company’s operations and changes in authoritative guidance
* Coordinate quarterly reviews and annual process with the company’s external auditor
* Develop the team through PDP process (70-20-10), with the focus on coaching, feedback and participation in different projects in line with Functional Activity Blueprint (FAB), such as strategic cost management (SCM), integration to C@MTT, OneNAV implementation, new geographies coverage (Belarus, Kazakhstan, ), local production of WET support
* You drive organizational and process transformations the implementation of a global SAP template in the area of General Ledger Accounting, Asset accounting and Indirect Taxation
* Drive accounting policy training and standardization throughout the company by leading the accounting policy team
* Participate in Leadership Development Program initiatives, including mentoring, training and recruiting talent
* Support in the strategic vision of the function, ensuring alignment with strategy and communicate to applicable staff and key customers

## Qualifications for reporting & accounting manager

* Knowledgeable in all Microsoft Office applications, including Word, Excel (Pivot table creation and function knowledge) and Access
* CPA (Fin
* Experience in A/P, A/R, Credit/Collections, Rev
* Collaborate closely with team and field locations to ensure continuous improvement of the closing process
* Occasional local and long distance travel may be required
* Language skills in Mandarin or Japanese is a plus