



# Example of Analyst, External Reporting Job Description

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Our company is growing rapidly and is hiring for an analyst, external reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, external reporting

- Partnering with key stakeholders including Regulatory reporting staff, Controllers, Middle Office and LEC
- 2-4 years of public accounting/private experience
- CPA (or on track to obtain CPA license)
- A strong desire to learn and interact with a global network of peers
- Pursuant to distribution of this reporting, interface with management as needed to answer questions and provide variance explanations
- Create and maintain complex reporting layouts and spreadsheets
- Prepare the quarterly review package (Factsheet) for internal management reporting
- Perform a detailed level review and tie out for accuracy of our earnings press releases, quarterly and annual filings (10-Q/10-K/8-K)
- Coordinate the collection of the quarterly Management Representation Letter
- Track and prepare responses for regulatory reporting

## Qualifications for analyst, external reporting

- Goal- and team-oriented
- Prepare ad hoc reports via Hyperion Reporting/Smartview
- 1-2 years of professional experience in accounting
- Proficient with MS office, particularly Excel, PowerPoint and Word

