



## Example of Director, Reporting Job Description

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Our company is growing rapidly and is looking to fill the role of director, reporting. 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 director, reporting

- Provide leadership, direction and functional expertise to all aspects of the client reporting, tax reporting and data reconciliation processes
  - Directs the effective implementation, integration, and execution of the reporting team's initiatives
  - Oversee process improvements execution (e.g., new system implementations, system conversions, ) and procedural or data management changes
  - Provide direct oversight, leadership and sets the goals, objectives, and operating procedures for the reporting and reconciliation team
  - Liaises with business clients, Information Technology and other internal constituents on data management and reporting matters
  - Responsible for the day-day management related to the preparation and review of the Form 10-Q and 10-K
  - Assist with leading the preparation and review of other SEC filings (e.g., 8-K, Proxy filings)
  - Draft financial statement disclosures, including developing new disclosures as needed
  - Research technical accounting and financial reporting matters, including new pronouncements and the applicability to the company
  - Supervise and review SEC Reporting Team members' work (including equity-related accounting areas)
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- Shows creativity in extracting information from business partners and co-workers without guides
- Can be relied upon to fix problems
- Works independently and helps co-workers gain skills in the business unit with no formal supervisory duties
- Responsible for timely, accurate submission of all required SEC reports (e.g., 10-Q's, 10-K's, 8-K's), including acquisition-related filings (S-4, 8-K/A)
- Accounting concepts and understanding of analytical concepts for financial analysis US GAAP accounting practices
- Overall 7+ years of experience working in a public company or in public accounting