



Example of External Reporting Job Description

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Our company is growing rapidly and is looking for an external reporting. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for external reporting

- Providing technical accounting GAAP guidance and support to all company entities
- Ensuring that company financial records, under responsibility, are maintained in compliance with company policies and US GAAP
- Preparation of US GAAP financial statements and footnotes
- Maintaining supporting documentation and workpapers for financial reporting deliverables including completion of GAAP and SEC reporting checklists
- Prepare the basic and diluted weighted-average share count for our earnings per share calculation
- Participate in the creation of all SEC reporting, including Form 10-K, Form 10-Q, Form 8-K and Form 11-K
- Perform technical accounting research and make accounting determinations
- Assist in the generation, preparation and review of various internal and external reporting analyses and packages for Senior Management
- Assist in the monthly consolidation and intercompany reconciliation process
- Ensure compliance with Sarbanes-Oxley financial reporting requirements (including maintenance of policies and procedures)

Qualifications for external reporting

- Four or more years of progressive experience in both public and industry accounting preferred, of which 3 or more years must be in public accounting at a national or large regional firm

- Prior experience in both pharmaceuticals and SEC
- Deep understanding of cash flows
- MS Office, including advanced skills in Excel