



# Example of External Reporting Job Description

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

## Responsibilities for external reporting

- Manages the internal reporting process
- Assists with the integration of merged/acquired companies for accurate and timely consolidation and financial reporting
- Supervise a small team of employees
- Monthly general ledger close process, including invoice review, journal entry preparation
- Overseeing consolidated financial analysis, which includes inter-company accounting, cash management/reconciliation, financial reporting, balance sheet management (including inventory)
- Coordinating and overseeing the activities relative to internal controls documentation and testing and segregation of duties
- Preparing or reviewing internal valuations of acquisitions
- Ensuring that the consolidation software continues to operate, as required
- Coordinating work relating to both internal and external audits in the periodic review of the company financial record
- Ensuring that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities, noted above

## Qualifications for external reporting

- Experience in public accounting or in Corporate Reporting at a public company is preferred

- Bachelor's Degree or higher in Accounting with a minimum of 5 years of related experience, mix of public accounting and industry preferred
- 10+ years of relevant financial reporting experience
- Master's in Accounting or Finance Preferred
- ERP general ledger experience, PeopleSoft preferred