



## Example of External Reporting Job Description

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Our innovative and growing company is looking for an external reporting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for external reporting

- Coordinate and prepare Securities and Exchange Commission (SEC) quarterly and annual reports, including financial statements, footnotes, Management's Discussion and Analysis, Earnings Releases, Earnings Presentations and Investor Presentations
- Assist with review and updating of accounting policies
- Plays a lead role as the primary preparer of recurring key areas of the company's global consolidation, including Earnings Per Share, Foreign Currency Translation, Equity Method Investments, and Non-controlling Interests
- Identifies and communicates issues timely
- Assists with the planning, preparation and issuance of quarterly and annual reports (10-Q, 10-K, Annual Report, ) to be filed with the Securities and Exchange Commission (SEC)
- Assists in evaluating compliance with the Company's accounting policies and internal controls, and implementing improvement where possible
- Prepares reports to senior management of consolidated results and evaluates results of individual business performance and its implications on the Corporation
- Supports regional accountants in their submission of General Ledger ERP financial results into the global consolidation system
- Undertakes special projects as requested by the supervisor
- Manage all SEC periodical and other reports (Form 10-Q, Form 10-K, Form 8-

## Qualifications for external reporting

- Ability to work collaboratively across departmental functions and to multitask
- Experience with Microsoft Navision and/ or jet reports
- Previous SEC Reporting, Consolidations, and Sarbanes Oxley experience
- Knowledge of Financial systems and software
- Professional qualifications (CA, CMA) with about 8-10 years' experience with major exposure in regulatory reporting
- Sound knowledge of finance concepts and banking applications