



# Example of External Reporting Job Description

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Our company is growing rapidly and is looking for an external 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 external reporting

- GAAP financials monthly & quarterly (including public company accruals)
- Review and prepare disclosures, assess technical compliance
- Provide financial information for external reporting including earnings releases, press releases and investor presentations
- Oversight of stock option accounting and reporting
- Coordinate external audit
- Manage review and approval of SEC filings with external auditors, inside and outside legal counsel and disclosure and audit committees
- Supervise the preparation of the quarterly ASC 718 expense calculation and disclosure reporting with stock services and third party vendor
- Prepare and assist with other ad-hoc financial information requests from internal tax department, investor relations and other functions
- Manage the preparation, review and management of all SEC reporting function –10K, 10Q, 8K
- Assist and provide support for the quarterly earnings release process

## Qualifications for external reporting

- Minimum 1-2 years of progressive experience within accounting, audit, and/or finance required
- Manager experience in public accounting
- Highly motivated, results-oriented, client -focused with strong people

- Minimum 10 years of related experience with minimum of 3 years of public accounting preferable
- Eight or more years of management experience