



Example of Financial Reporting Lead Analyst Job Description

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Our growing company is searching for experienced candidates for the position of financial reporting lead analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for financial reporting lead analyst

- Support financial reporting activity through the review of Core Statements and Notes to Financials handed-off from the Production Teams in accordance with local GAAP and IFRS requirements and industry guidelines
- Organise the year-end audit process and work with external auditors to resolve issues within the funds
- Prepare consolidated financial statements and Form 10-K and 10-Q filings with the SEC, including footnotes and other required disclosures
- Prepare financial reporting packages and supporting schedules for management and quarterly press releases
- Preparation of the supporting tie-out documentation for external filings
- Creation of monthly cost center level Hyperion financial reports and publishing them to business owners
- Preparation and filing of U.S. Census forms with the Department of Commerce
- Preparation of supporting documentation in compliance with the Company's accounting policies and SOX documentation requirements
- Monthly reconciliation of key accounts and various financial analyses to monitor the accounts of the acquired companies in the post-close integration process (intangibles)
- Perform various aspects of the monthly, quarterly and yearly close process

Qualifications for financial reporting lead analyst

- Ability to be a team player that can also work independently and in a cross-functional environment
- Knowledge of government contracting industry
- Finalize standard reporting
- Professional qualifications in Accounting
- Experience with application of GAAP and IFRS requirements and industry guidelines
- Experience working in a multi-site and cross functional environment, including portfolio and asset management teams