



# Example of Financial Reporting Job Description

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

## Responsibilities for financial reporting

- Making sure everything is within compliance of GAAP
- Prepares quarterly fluctuation analysis for assigned companies
- Assists with maintaining SOX control documentation for the statutory financial statements
- Completes certain municipal and state filings and accounts payable vouchers for filing fees
- Researches state insurance department websites for updates to filing and fee requirements
- Maintains proper file documentation and procedures
- Coordinate the quarterly Sarbanes-Oxley certification process
- Consult on projects with a SOX impact to ensure new processes, systems or environments have appropriate control considerations and ensure SOX documentation is updated accordingly upon implementation
- Review earnings releases and investor presentations for accuracy
- Prepare or review subjective monthly and quarterly calculations as assigned

## Qualifications for financial reporting

- Lead a team of financial specialists to achieve excellent operational results through continuous people development and mentoring activities
- B Com / (Hons) or Equivalent
- 2 years Experience in Accounting and Controlling
- 2 years Experience in Financial Management, Strategic Planning and

- Demonstrate knowledge of a range of fund accounting activities and their interaction with the production of financial statements, understanding of different fund strategies and of relevant investment instruments and products including different types of derivatives
- Bachelor's Degree in Management Engineering, Business, Economics or Finance