



Example of Financial Reporting Job Description

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Our company is looking for a financial 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 financial reporting

- Prepare and review of all public filings (10-Q, 10-K, 8K and other SEC filings)
- Work with the investor relations function on the preparation of quarterly earnings materials
- Review the detailed Xtensible Business Reporting Language (XBRL) tagging of financial statements and footnotes
- Manage and provide support to staff
- Assist in the maintenance of the general ledger of JRI America, inc. including booking, inter-company billing, preparing and circulating daily and monthly reports, month end closing and reporting, responding to inquiries from the business side and head office, compiling year end audit documents and schedules
- Prepare the Quarterly and Annual reports on Form 10-Q/K and 8-K draft of quarterly earnings release and manage the internal and external review for these documents
- Prepare certain schedules and footnotes for annual and interim external reporting (10Ks, 10Qs)
- Assist with XBRL tagging of the SEC filings
- Maintain and apply foreign exchange rates used for translation in the monthly consolidation process
- Administer Microsoft Navision general ledger platform, including chart of accounts

- 3/4 years of experience in the role in industry within a finance role or accounting firm (big 4)
- Ensures accurate and timely presentation of financial results
- Ability to work across functional areas and quickly contextualize process knowledge
- Qualified accountant or equivalent degree or experience
- CTA/Net Investment Hedging experience
- Previous experience in hedge accounting or product control for FX forward contracts