



Example of Financial Reporting Job Description

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Our company is hiring for a financial 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 financial reporting

- Assist in preparation of consolidated balance sheets, income statements, and statements of cash flows equity statements and statements of comprehensive income
- Prepare quarterly and annual schedules, which support Earnings release documents and SEC filings
- Assist with execution of XBRL filing procedures
- Assist in preparation of annual impairment analysis
- Maintain internal controls and reporting for reporting processes and SEC filings
- Coordinate with external auditors during quarterly review and audit process
- Prepare monthly close documentation and global journal entries
- Assist in preparation of income statements, balance sheets, equity statements and cash flows
- Support key customers in a variety of fields
- Lead global monthly close and consolidations process

Qualifications for financial reporting

- Previous Treasury Control or Legal Entity Control experience
- Experience preparing board materials
- Ability to clearly explain and present concepts to any level
- Ability to manage multiple tasks and deliver quality products in a deadline-

- Bachelor's degree in Accounting a CPA license required