



Example of Manager, SEC Reporting Job Description

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Our growing company is looking to fill the role of manager, SEC 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 manager, SEC reporting

- Manage the preparation and review of Quarterly and Annual SEC Reports on Forms 10-Q and 10-K
- Form 10-Q, 10-K, , including efforts related to XBRL
- Research complex technical accounting and reporting matters as they arise, and document conclusions reached in accordance with relevant accounting literature
- Provide ongoing support for the business unit teams and our various other partners as needed
- Ensure timely and accurate reporting of financial results in Securities and Exchange Commission filings
- Serve as key liaison with external auditors and other professional services providers
- Manages the Senior Financial Analyst, SEC Reporting, and drives the financial reporting process to ensure internal deadlines are met
- Provides coaching and guidance to the Senior Financial Analyst, SEC Reporting
- Acts as the primary liaison between external auditors and SEC reporting group
- Preparation and review of financial statements and footnotes for inclusion in the Company's SEC filings

Qualifications for manager, SEC reporting

- Must be well organized, able to prioritize and have excellent analytical and problem-solving skills to drive continuous improvement, streamline processes and ensure achievement of Company goals
- Ability to work extended hours, holiday and weekends during various times of the year
- 5-7 years in a Big 4 Public Accounting firm and External Reporting position
- Having ability to stay knowledgeable about, research and reach well-reasoned conclusions on technical accounting issues
- Having ability to multitask and prioritize diverse tasks, excellent project managerial and interpersonal skills, ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects required
- Exhibiting leadership in organizing, planning and executing projects from conceptualization through implementation across multiple internal and external reporting and organizational lines