



Example of Reporting Analyst Senior Job Description

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Our growing company is looking to fill the role of reporting analyst senior. 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 reporting analyst senior

- Manage the business relationship with your counterparty on the client side
- Provide backup for your team members to cover required audit procedures and monthly tasks
- Identify opportunities for process improvements and automations
- Ensure that all standardized tasks are documented in the form standard procedure
- Works with assigned divisions and ensures that the necessary Bank data is gathered for financial management reporting purposes
- As assigned, coordinates and executes certain financial/management reporting functions of assigned line units
- As assigned, works with business managers during the annual planning and budget process
- Prepares financial statements and disclosures for the Company's filings, including but not limited to Form 10-Q, Form 10-K and statutory filings
- Prepares supporting schedules and documentation for information contained in external filings
- Prepares and/or reviews benefit plan financial statements

Qualifications for reporting analyst senior

- Big 4 accounting experience preferred and CPA required
- Experience with FP&A reporting preferred

- Strong ability to organize and coordinate effectively in a high pressure environment
- Must possess ability to adapt to a changing environment, handle multiple tasks concurrently, team work oriented and work efficiently within limited time requirements
- High level of motivation, requiring minimal direction/supervision, and assertive diplomacy necessary