



# Example of Reporting Senior Accountant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of reporting senior accountant. 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 senior accountant

- May be responsible for the quarterly and annual preparation and review of GAAP financial reporting
- Ad hoc business management requests
- Preparation of fluctuation analyses and financial statements analytics, providing relevant explanations for fluctuations
- Preparing/reviewing revenue and expense analyses and other financial statement account reconciliations
- Proposing ways to enhance and increase the efficiency of the corporate month-end close process
- Assisting in preparing supporting schedules for external auditors and responding to audit inquiries
- Assisting with/leads special projects as they arise
- Perform special projects including managing the project across departments until completion
- Perform XBRL tagging on quarterly and annual financial statements and footnotes
- Perform a detailed level review for accuracy of our earnings press releases and other reporting media

## Qualifications for reporting senior accountant

- Must be highly accurate and detail-oriented, ability to work under pressure and meet tight deadlines
- Solid SEC in background (any industry)
- ACA, ACCA or CIMA qualified or other relevant
- 3 – 6 years of public accounting experience required with HF
- Must possess a team-focused attitude with a demonstrated ability to work collaboratively with others
- Assist with monthly/quarterly/year-end close and consolidation process for corporate parent and subsidiaries