



# Example of Reporting Senior Accountant Job Description

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Our 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

- Prepare budgets, forecasts and trend analysis identifying business risks and opportunities
- Coordinate and prepare Securities and Exchange Commission (SEC) quarterly and annual reports, including financial statements, footnotes, Management's Discussions and Analysis, Earnings Releases and Investor Presentations
- Complete XBRL for the Form 10-Q and 10-K
- Responsible for maintenance of supporting documentation related to SEC reporting, including various disclosure checklists and quarterly testing
- Administer external debt with lenders
- Maintain records of authorized signatories
- Prepare footnotes for financial statements and other disclosures in the annual and quarterly financial statements (public and non-public) and other periodic SEC reports
- Prepare schedules and analyses of significant components of the financial statements and other analyses requested by senior management
- Research accounting pronouncements and SEC rules and regulations and determine impact on the Company and its subsidiaries
- Maintain supporting documents for financial statements and interact with internal and external auditors to support their audit efforts

## Qualifications for reporting senior accountant

- Highly organized with the ability to manage numerous projects simultaneously
- Coordinate internal audit process & and assist external auditors as needed
- Assist CFO and external auditors with SEC reporting requirements
- Assist with SOX testing and compliance
- Assist with due diligence and M&A activity