



# Example of Reporting Senior Accountant Job Description

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Our company is growing rapidly and is hiring for a reporting senior accountant. 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 reporting senior accountant

- Prepare consolidated financial statements in compliance with GAAP and SEC regulations
- Interact with internal and external auditors to support their SOX audit efforts
- Assist in preparation of special purpose financial statements included in registration statements, securities certificates and others
- Produce information for executive management in preparation of Audit Committee materials
- Assist in the efficient design, implementation and oversight of SOX controls at
- Maintain effective supporting documentation for all reporting requirements procedure documentation
- Develop an understanding of legal entity structure and purpose in order to provide the appropriate reporting results
- Audit Requests – Fulfill all requests from internal and external auditors and be able to provide proper support and analysis
- Working closely with the internal and external auditors to ensure the process runs smoothly
- Preparation of the quarterly reports and annual report

## Qualifications for reporting senior accountant

- Demonstrates competence in financial accounting, reporting theory and practice, along with an in-depth knowledge of SEC reporting requirements
- Strong knowledge of Hyperion
- Minimum of 5 years of public company financial reporting and/or public accounting experience required
- Proficiency at advanced level for EXCEL, and working knowledge of all other MS Office applications, required