



Example of Reporting Supervisor Job Description

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

- Monitor and develop the knowledge and skills of the existing team to ensure effective and efficient production of pitch-books including the implementation of cross-training, secondary coverage and rotation of responsibilities
- Lead the EMEA Kit team through the change from a manual process to the new technology platform
- Provide tactical direction for the development and implementation of employment tax reporting best practices, procedures, and technical requirements to be compliant with federal, state and local agency regulations provide opportunity for streamlined workflows
- Collect and provide workflow metrics for the Tax Reporting team and communicate to Executive Director, Employment Tax Solutions
- Maintain and Manage Master Tax functions related to employment tax reporting
- Reviews monthly, quarterly and annual financial statements, including preparation of draft disclosures for the 10-Q and 10-K
- Reviews XBRL documents for filing with 10-Q and 10-K
- Reviews GAAP and SEC checklists
- Responsible for review of earnings releases, operations reports, and various external presentations
- Implementation and documentation of accounting and reporting implications of significant or unusual transactions

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- Good understanding or knowledge of IFRS requirements and familiarity with COSO framework
 - Two to three years audit or accounting experience, preferably with some Big 4
 - Strong team player with experience working across a diverse group of professionals who takes the initiative to accomplish department objectives and support TDBG guiding principles
 - Proven supervision, coaching and mentoring skills
 - Must view security as a business-enabler first and as a control process second
 - Ability to work 12, 10 or 8 hour rotating shifts, including nights, weekends and holidays