



# Example of SEC Reporting Manager Job Description

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Our growing company is searching for experienced candidates for the position of SEC reporting manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for SEC reporting manager

- Oversee preparation of all SEC filings (10-Qs, 10-Ks, 8-Ks and 11-Ks) including financial statements and all supporting schedules and disclosures, various statutory financial reports filed on behalf of our foreign subsidiaries
- Prepare/Review Segment footnote disclosure
- Prepare/Review MD&A section of 10Q/K with appropriate support
- Ensure accuracy of press release and script and coordinate with IR/Legal
- Liaise with the Investor Relations and Treasury functions
- Participate in USGAAP/SEC/Peer Company research and corporate policy setting, as needed
- Perform Sarbanes-Oxley controls related to Quarterly Reporting process
- Supervise sections of Audit Committee communications and support quarterly
- Participate in special projects sponsored by senior management, including integration and optimization plans regarding acquisition
- Assist with or review of equity and stock-based compensation accounting, the stock-based compensation forecast

## Qualifications for SEC reporting manager

- A Bachelor's degree or equivalent specializing in Accounting or Finance
- Innovative with a high degree of motivation to deliver a quality product
- Eight or more years of progressive experience in accounting and finance
- Three or more years of experience in a role with demonstrated leadership

- CPA license or progress towards CPA license required