



Example of SEC Reporting Manager Job Description

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Our company is growing rapidly and 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

- Preparing statement of cash flows and equity roll-forward quarterly
- Maintaining ongoing collaboration with general accounting function to ensure that transactions are captured appropriately in the financial statements
- Working closely with investor relations function on the preparation of quarterly earnings release materials and other public-facing financial documents
- Assisting in ongoing monitoring and interpretation of evolving accounting guidance and researching and recommending accounting treatments for complex transactions
- Managing monthly accounting for stock-based compensation and collaborating with Human Resources and Legal functions on day-to-day plan administration tasks
- Communicating with External and Internal Auditors regarding financial reporting matters
- Tackling other ad-hoc finance projects, including benchmarking and analyses
- Prepare the overall calendar for external SEC reports, including key dates and deliverables
- Prepare overall task list for underlying supporting documentation for external SEC reports
- Prepare and review financial reporting disclosures including financial statements, footnote disclosures and operating metrics for SEC filings (Form 10-K, 10-Q, 8-K,) and other internal and external reporting requirements

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- Hyperion and Great Plains experience
 - CPA Required, Big 4, Public Accounting a plus
 - Requires 10+ years of professional experience in accounting or finance in a publicly traded company
 - Partner with Investor Relations to review various other external financial materials and ensure consistent disclosure and messaging
 - Public company SEC reporting experience preferred
 - Written communications expertise (10-Q, 10-K, memos)