



Example of SEC Reporting Manager Job Description

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Our growing company is looking for a 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

- Providing technical expertise and leadership to the finance organization on the treatment of accounting issues, implementation of new accounting standards, and compliance with U.S. GAAP, SEC, and PCAOB regulations
- Review GAAP audited financial statements and other required filings and surveys
- Stay current with relevant changes to GAAP guidance, and lead projects to update our processes and reports as appropriate
- Determine the accounting and required disclosures for complex business transactions
- Lead initiatives such as productivity enhancements and projects to streamline the financial reporting process
- Oversee maintenance of reporting software and department-specific teamshare sites
- Provide coaching and mentoring to less senior staff members
- Provide leadership on teams and various project assignments
- Coordinate and prepare periodic SEC reports, to include 10-Q's, 10-K's, 8-K's, and 11-K's
- Planning and execution of monthly, quarterly and annual financial reporting for external use including preparing financial statements and supporting notes for SEC filings (Form 10-K and 10-Q)

Qualifications for SEC reporting manager

- Interpersonal skills interacting with all levels management, auditors
- Manager level with 7+ years, including Big 4 experience auditing large public companies
- Proficiency with computer platforms and applications *LI-HD#ACCT
- Undergraduate degree in Accounting, Finance and/or Economics