



Example of SEC Reporting Manager Job Description

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Our company is looking to fill the role of SEC reporting manager. 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 SEC reporting manager

- Liaise with our external auditors as part of the financial reporting process and with our internal auditors regarding SOX internal controls over financial reporting
- Prepare technical accounting memorandums for new Accounting Standards Updates ('ASUs') and SEC guidance that impacts reporting and support the review process with finance management and external auditors
- Work cross-functionally with finance and operational personnel on business transactions to evaluate and document accounting and operational considerations and proper disclosure within SEC filings
- Supervise (as job requirements dictate) direct reports including coaching, developing and evaluating staff to ensure the efficient operation of the function
- Assist in ad hoc or other projects as needed
- Review and draft both non-financial and financial sections of SEC reports
- Responsible for all aspects of SEC and External reporting including 10-Ks, 10-Qs, 8-Ks, Debt filings, S-4's, footnotes, MD&A and XBRL tagging
- Coordinate with Investor Relations to prepare earnings releases, including pro forma results, investor presentations
- Direct responsibility for SEC reporting, technical accounting, and SOX compliance
- Lead and manage the preparation and review of all SEC reporting function, including annual report, 10K, 10Q, earnings release, 8K, S-8 and XBRL

Qualifications for SEC reporting manager

- Experience with XBRL preferred and
- Bachelors or higher degree in Accounting, Finance or related field required
- Must have excellent written and verbal communication, analytical, interpersonal and organizational skills
- Must demonstrate a high level of integrity
- Strong Microsoft Word and Excel skills are preferred
- Must be highly self-sufficient and knowledgeable to make decisions and serve as a resource for other accountants