



# Example of SEC Reporting Manager Job Description

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Our company is hiring 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

- Accounting research and analysis of new accounting pronouncements
- Assisting in the preparation of schedules to facilitate the annual audit, quarterly reviews and to support the SEC filings
- Reviewing restructuring and other non-recurring transactions to ensure appropriate accounting and disclosure
- Continuous involvement with other functional areas such as financial planning and analysis, treasury, tax, IT and investor relations
- Opportunities to be involved in and/or lead special projects crossing various functional groups
- Lead the Company's quarterly and annual SEC filings
- Draft new disclosures and management's discussion and analysis
- Prepare analytics to support management's discussion and analysis
- Prepare and take responsibility for clear and organized work papers that adequately support CMC's SEC filings and the internal/external audit process
- Serve as liaison to CMC's external and internal auditors as it relates to SEC filings

## Qualifications for SEC reporting manager

- Ability to work efficiently and achieve results in a dynamic and fast-paced environment, while maintaining high quality
- Being able to facilitate and coordinate multiple deadlines, create cohesive teams, and respond quickly to management requests and has proven ability

- Bachelor's Degree in Accounting, Finance, related field or equivalent experience, MBA a plus
- Four or more years of progressive experience working in public accounting or SEC reporting experience
- Ability to meet strict deadlines in compressed time periods
- Experience in a large ERP environment is a plus