



# Example of Senior Financial Reporting Job Description

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Our company is growing rapidly and is hiring for a senior financial reporting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior financial reporting

- Prepare work papers to support the general ledger functions for specific area of corporate reporting
- Assist with the completion of the financial statement closing process to ensure transactions are recorded and completed accurately and efficiently to meet all required deadlines
- Actively participate in the preparation and completion of audit requirements
- Assist senior management in Lummus Technology with financial analysis as required
- Preparation of the quarterly and annual SEC financial statements reports, including XBRL preparation
- Maintenance of stock-based compensation records and preparation of related journal entries
- Compile comprehensive audit packages containing the external auditor's requests for quarters, interim and year-end, for several subsidiaries and the Company's registered variable product
- Coordinate and lead regular status meetings with relevant individuals from each business unit and the external auditors
- Design, execute and perform detailed testing of internal controls in accordance with professional audit standards
- Evaluate internal controls, propose enhancements to controls and investigate the cause of internal control weaknesses

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- OWorking knowledge of OBIEE
  - May require extended hours during peak accounting cycles
  - BS in Accounting, Finance and or other business related degree
  - 4+ years of progressive Financial Analyst experience in a high volume and fast paced environment
  - A high degree of diligence and fastidious attention to detail
  - Excellent organization skills, reliable and a self-starter coupled with the ability to work well as part of a team or independently