



Example of Senior Financial Reporting Job Description

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Our innovative and growing company is looking for a senior financial reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior financial reporting

- Manage other responsibilities as needed under the purview of the Corporate Controller and/or the Accounting Manager
- Preparation of annual tax workpapers related to assigned accounts
- Various ad-hoc analysis and reporting as required
- Assist in quarterly, annual and other regulatory filings as required by the SEC or any other regulatory agency
- Maintain and monitor department compliance with internal controls, policies and procedures
- Ensure timely completion of internal control processes, including documentation of process controls
- Assist with the preparation of the Quarterly Earnings release and quarterly/annual SEC filings
- Manage the preparation of materials for the annual audit and quarterly reviews with external and internal auditors
- Perform expense analysis and meet with department managers to review and discuss historic and future spending
- Support the annual budget and quarterly forecast processes

Qualifications for senior financial reporting

- BA/BS in Accounting from an accredited institution
- 5+ years of experience with accounting

- Exceptional analytical, problem-solving, and written communication skills, organizational savvy, strong initiative and the ability to manage multiple tasks and meet deadlines
- Two (2) to three (4) years of professional accounting experience preferably in a health care environment
- Healthcare or Corporate Reporting experience preferred