



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

- May participate in complex accounting projects
- Assist in coordination of accounting policies & processes (related to external financial statements)
- Monitor changes in accounting standards and regulations
- Enforce all internal controls related to financial reporting
- Develop and monitor monthly close schedule for each entity and on a consolidated basis, including distribution of reports and management reviews
- Support for implementation of new financial reporting tools
- Process various commission and incentive payments to captive and external agents
- Prepare consolidated balance sheets, income statements, and statements of cash flows equity statements and statements of comprehensive income
- Assure compliance with SEC requirements for a subsidiary of a public company, FASB, Sarbanes-Oxley Act, financial reporting requirements and direct the preparation of the subsidiary's input to SEC Forms 10-Q and 10-K
- Assists in the preparation of the monthly management financial reporting package

Qualifications for senior financial reporting

- Solid understanding of SEC reporting and U.S. GAAP

- List each job requirement in a separate bullet
- CPA or CPA candidate with sections passed
- Working knowledge of U.S. GAAP and SEC regulations