

Job Description – Financial Reporting Supervisor

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Financial Reporting Supervisor. The standard is valid for all Financial Reporting Supervisor.

2.0 General:

Responsible for the financial reporting and planning, in accordance with corporate strategies and business objectives.

3.0 Tasks and Responsibilities:

The Financial Reporting Supervisor shall be responsible for, but not limited to, the following:

- Hires, trains, develops, and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with Human Resources as appropriate.
- Preparation of subsidiary financial statements and consolidation of same.
- Preparation of the financial statements and all supporting schedules.
- Preparation and review of financial reports required by management for effective operation of the business.
- Preparation of financial schedules for planning and budgeting purposes.
- Preparation of actual versus planned and budgeted analysis.
- Establish regular meetings to provide information not related to projects.
- Remain current in accounting principles and procedures.
- Miscellaneous other accounting responsibilities

4.0 Education and Experience Required:

- Bachelor's Degree in Accounting or similar field or equivalent combination of education and experience.
- Minimum Five (5) years experience in supervising general accounting activities and/or related activity.

5.0 Skills Required:

- Intermediate level skills with Microsoft Office software; Word, Excel, Access and database technology.
- Detail oriented.
- Ability to plan and manage multiple tasks/projects.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Minimal

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- Accounting

9.0 Reports To:

- Corporate Controller

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- One

12.0 HAY Grade:

- None

13.0 Approval:

• Manager: \_\_\_\_\_ Date: \_\_\_\_\_

• Employee: \_\_\_\_\_ Date: \_\_\_\_\_