



<b>Job title</b>	<i>Corporate Accounting Reporting Rep</i>
<b>Reports to</b>	<i>Corporate Accounting Senior Accountant</i>

### **Job purpose**

This role supports our clients by running any necessary reports, cogently compiling and distributing them as needed. This includes, and is not limited to, acquiring credentials to any new systems, finding and documenting processes for extracting required data, and ensuring accurate reports are released to the end user.

### **Duties and responsibilities**

1. To assist with reporting needs
  - Run and distribute reports upon request, including one-time requests and setting up new monthly reports to be re-generated each month
  - Ensure accuracy of distributed reports
2. Assist with updates & changes to the monthly financial package:
  - Improve the financials process with better and/or more accurate reporting & data extraction
3. Act as a resource within the organization
  - Recommend new processes to the company and/or team to assist with workflow
  - Document on-going processes
4. Other duties as assigned

### **Qualifications**

A successful individual in this role will:

- Possess a basic understanding/light experience in accounting reports
- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Able to rapidly learn new systems and policies
- Possess excellent verbal and written communication skills
- Problem Solving
- Mid-tier Excel skills
- Knowledge of computers systems, proficient in MS Office (Word, Excel, PPT)

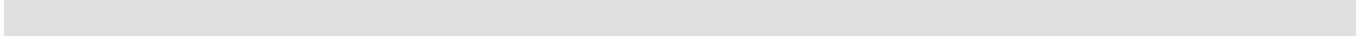
### **Working conditions**

This job occurs in an office environment with mostly sedentary work. The role requires interaction with fellow coworkers, as well as focused concentration at a computer workstation.

### **Physical requirements**



This role has no specific physical requirements.



<b>Approved by:</b>	_____
<b>Date approved:</b>	
<b>Next annual review:</b>	