



FINANCIAL REPORTING MANAGER JOB DESCRIPTION

Reporting to the Deputy CFO, this position will oversee and be responsible for all areas related to financial reporting and modeling for the Tax Allocation Districts and any other assigned entities. The Financial Reporting Manager's duties will include managing and being responsible for the development and maintenance of accounting principles and best practices to ensure the accuracy and timeliness of financial statements. This position is also responsible for managing financial modeling/forecasting, cost allocation, KPI reporting, and special projects. This position manages and is responsible for implementing best practices and internal controls, ensuring that the general ledger and accounting methods adhere to generally accepted accounting principles.

KEY RESPONSIBILITIES

The Financial Reporting Manager will manage and be responsible for the Tax Allocation Districts and any other entities assigned to them.

General Duties:

- Preparation of the monthly business unit and consolidated financial statements.
- Preparation of weekly and monthly reports to support departmental and business needs.
- Maintenance and development of various financial models and standard templates distributed for use by all Finance to ensure quality, accuracy, and focused analytic review.
- Manage the development of the direct and indirect expense allocation model across lines of business and functional units throughout the organization.
- The creation of ad hoc financial reports, tables, exhibits, and dashboards as requested.
- The preparation and analysis of financial statements monthly, including the income statement, balance sheet, and statement of cash flows.
- The documentation for business transactions.
- The interpretation and analysis of financial information is posted to general ledger accounts.
- Review, investigation, and correction of errors and inconsistencies in financial entries, documents, and reports.
- Research balance sheet items and income/expense fluctuations, utilizing various systems and information sources.
- Manage the budget and forecast process.
- Manage monthly meetings to discuss historical financial results and future performance.
- Investigation and reporting to the CFO any inconsistencies or improprieties.
- Managing the timely, relevant, and accurate analysis of the results of the division's performance against historical, budgeted, forecasted, and strategic planning results to facilitate decision making toward the achievement of the budget and strategic plan.
- Supervise the Treasury Services Associate

- And other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of industry standard accounting principles, best practices, and procedures.
- Proven experience with processing documentation of accounting procedures and internal controls in a dynamic environment.
- Proven experience in creating 5–7-year financial models to manage business units.
- Ability to create a cost/expense allocation to appropriately share expenses across various projects, business units, and reporting entities.
- Possess a thorough understanding of the financial reporting and general ledger structure.
- Knowledge of financial consolidations, eliminations, and segment reporting.
- Ability to read and interpret accounting rules and guidance as well as perform research and conduct investigations, as necessary.
- Excellent written and speaking skills, including preparation and presentation of verbal and written reports, presentations, and recommendations.
- Ability to think strategically about business decisions and issues to thoroughly analyze business problems and make sound business decisions.
- Ability to work independently and manage time effectively to meet individual goals and deadlines.
- Excellent time-management, multi-tasking, and prioritizing skills.
- Establish effective working relationships with others to successfully lead, mentor, coach, and motivate.
- Demonstration of the highest level of integrity and trust.
- Other responsibilities as assigned.

EDUCATION & EXPERIENCE

- A bachelor's degree in accounting or finance is required. CPA and/or Master's preferred, but not required.
- 8+ years of relevant accounting/financial analysis required.
- 3+ years of supervisory experience in an Accounting managerial role required.
- Expert user of the Microsoft suite of products, including Excel, Word, and Outlook.
- NetSuite subject matter expert preferred.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, individuals with disabilities, and Veterans, are encouraged to apply.