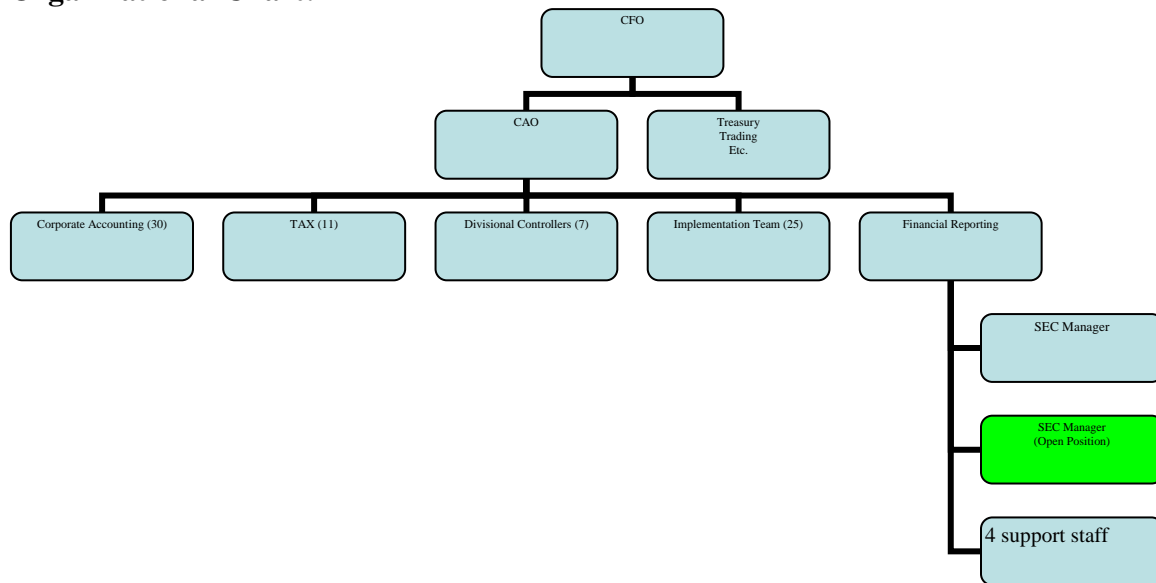




Position Title: Manager of SEC Reporting

Organizational Chart:



Overview:

Our client is an International \$5B Public Company with nearly 15,000 employees and a long track history of successful growth.

Due to growth, our client is seeking a **SEC Reporting Manager** to augment efficient reporting as well as being responsible for Planning and Analysis.

SEC Manager Description

This hands-on position will be responsible for the timely and accurate preparation of all internal and external financial reports, including reports to be filed with the Securities and Exchange Commission. In conjunction with a peer SEC Reporting Manager, this job will be responsible for all management reporting as well as SEC reporting (10-Qs and 10-Ks), processing of general revisions and comments.

Further, the SEC Reporting Manager will be responsible for Planning and Analysis, with the Planning and Analysis responsibilities weighing heavier in the 2nd and 3rd months of the quarter.

The SEC Reporting Manager will have immediate responsibilities in the year-end closing process as well as the implementation of FAS 157.

Essential duties and responsibilities:

- Preparation and filing of SEC periodic reports including forms 8-K, 10-Q and 10K, Immediate implementation for 2008 year end of FAS 157

- Implement and maintain procedures to ensure the timely accumulation of information necessary for financial reporting functions
- Documentation of new accounting policies or significant/non-routine accounting transactions
- Maintain current awareness and documentation of compliance with financial disclosure requirements
- Assist with the preparation of financial press releases and board scheduling
- Work closely with the other SEC Manager, external auditors for coordinating audits and reviews
- Assist with Sarbanes Oxley 404 compliance in the SEC reporting area
- Augment team by supporting Planning and Analysis
- Coordinate the consolidation of divisional plans and forecasts, including preparation/review of charts and narratives in order to provide management with necessary information and decision-making support

Requirements:

- At least 5 years of reporting experience
- Working knowledge of financial accounting standards including FASB, EITF, SEC and PCAOB pronouncements
- Proficient with Microsoft Word and Excel; Hyperion and JD Edwards a plus
- Team player with strong analytical, project management, interpersonal, and verbal and written communication skills
- Detailed and results oriented
- Bachelors Degree in Accounting
- CPA or candidate (preferred)

Reports to:

Director, Financial Reporting & Planning

Salary Structure:

\$105K to \$120K (depending on experience)

Location:

Northeast Atlanta