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# Example of Applications Support Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of applications support manager. 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 applications support manager

* Plan, prepare, and execute business user acceptance testing
* Perform administration duties for supporting systems, including user provisioning
* Plan, coordinate, and communicate the quarterly subscriber count reporting process
* Ensure the integrity of the subscriber count data by implementing and monitoring internal controls
* Maintain documentation of the subscriber reporting process and collaborate with business partners to document best practices and standards
* Conduct training for the user community
* Fulfill ad hoc requests for information, including any audit type requests
* Provides Accounting department with monthly reporting information for financial
* Represent Financial Services/HR in all systems implementation and enhancement projects, in close collaboration with IT
* Working closely with IT business analysts, capture detailed project requirements, process flow and mock-ups

## Qualifications for applications support manager

* Bachelor's Degree preferred and 8-10+ years of related
* Exposure to Java, ETL tools and Scheduler
* 7+ years professional experience in technical or project management position
* 3+ years in a similar service role, , Development Lead, BA Manager, Project Leader
* Ability to work in a team environment and collate feedback from all levels within the business and technical environments
* Demonstrated change leadership skills (i.e., ability to effectively manage communication, negotiate successful outcomes, identify risks, engage correct stakeholders)