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# Example of IT Reporting Job Description

Our company is growing rapidly and is hiring for an IT reporting. 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 IT reporting

* Opens purchase requisitions based on specifics requirements/inputs from IT management
* Maintains accurate inventory of IT invoices, services, and assets in an appropriate database
* Records actual cost against a predefine budget
* Performs various analyses and makes recommendations on expense reduction and optimization projects
* Gathers and collects contractual information from internal parties and vendors and maintains all relevant information
* Interfaces with vendors as well and IT management to validate the overall billing accuracy
* Handles multiple projects simultaneously with an emphasis on meeting deadlines and ensuring accuracy and quality of all deliverables
* Manages Group email box
* Work as a Business Analyst for multiple project(s)/work stream(s) within Finance Regulatory- IT space
* End to end delivery of book of work within the assigned project(s)/work stream(s)

## Qualifications for IT reporting

* Minimum 5 years’ experience with technology background preferred
* Previous industry specific knowledge of the Wealth Management business an asset but not mandatory
* Must possess an aptitude for translating complex, financial data into clear, business-oriented communications
* High level of ownership and accountability and a strong moral compass
* Team player with strong listening, consultative, influencing and communication skills
* Executive presentation skills using MS Power Point