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# Example of IT Reporting Job Description

Our growing company is searching for experienced candidates for the position of IT reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT reporting

* Support implementation projects and ensure interaction with the IT aspects of the implementation
* Prepare interface specification and process definition (data workflow, data transfer solutions)
* Design and execute test cycles
* Manage production of tax statements
* Project management of Enterprise Reporting strategic initiatives
* Development, tracking and updates of project planning documents to include Project Charter, Project Schedule, Communications Plan, Data Quality Plan, Issue Management Plan, and Change Management Plan
* Communicate project status, issues and risks to key stakeholders, the business and IT per communications plan
* Escalation of critical issues with recommended solutions in a timely manner
* Negotiation of resources to meet project deliverables
* Manage user expectations

## Qualifications for IT reporting

* Protect/enhance the security, availability of technology, brand integrity and shareholder value by leveraging common data
* Assist in determining the cross-application reporting standards, and source data distribution
* Solid knowledge of relational and dimensional data modeling
* Ability and experience working in data analysis
* Working Knowledge of various business software products such as MS Office, MS Project, MS Visio and others
* Experience in SharePoint 2010 & PerformancePoint Services preferred