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# Example of Manager, Compliance Reporting Job Description

Our company is looking to fill the role of manager, compliance reporting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, compliance reporting

* Create management information, dashboards and presentations for Senior Management, Control Committees, Privacy Forums to report on the status of the overall Privacy Program
* Collaborate with Legal & Compliance to develop reporting/metrics surrounding Data Protection & Privacy regulatory developments, potential impacts on the Firm and overall preparedness
* Develop and administer Privacy Compliance surveys to assist in assessing the status of the overall Privacy Program coverage model including the proper identification of material risks, thematic issues or emerging risks Results incorporated into strategic planning efforts/management reports to assist with resource allocations, and identify gaps
* Perform outreach to Privacy Incident Response Teams to assist in the reporting needs, assist as required with maintaining system of record for incidents and conducting QC on Incident Cases
* Assist in preparing the Annual GLBA Report to report on the overall status of the Privacy Program
* Assist in strengthening the analytics and reporting for the Privacy training framework
* Prepared a broad variety of reports and provides data and management information for clients, internal and/or external audiences
* Provide reporting as required to support compliance testing/audit effort to better prepare them to focus on the key risks
* Develop business case to request budget to support the overall analytics and reporting structure, define any system requirements
* Developing, implementing, and maintaining complete tax-compliance and tax-reporting processes for all funds and management company

## Qualifications for manager, compliance reporting

* Ability to produce accurate and complex work with minimal errors
* Proven track record in building global working relationships and influencing actions
* Strong understanding of best practices in developing analytics and reporting to capture salient information for JPMC as well a provide updates as required to external parties
* Developing working relationships with portfolio companies and timely developing information necessary to satisfy tax compliance needs
* Overseeing outside service provider’s preparation and filing / delivery of estimated and final fund returns, management-company returns, and K-1 reporting
* Ensuring timely withholding and payment of Federal and state withholding and estimated tax obligations