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# Example of Reporting Consultant Job Description

Our innovative and growing company is looking for a reporting consultant. 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 reporting consultant

* Work with complex data to automate existing manual reports develop, implement and maintain new reports based on business needs
* Work collaboratively with groups across various geographies and time zones, including but not limited to senior leadership, operations and finance, to coordinate timelines to meet senior management and corporate deliverables
* Assist stakeholders in understanding their data
* Identify and help lead process improvements, methods and activities to improve organizational efficiency and effectiveness
* Complete activities for ASO account customer reporting team, including account reconciliations, customer reporting packages, funding requests, audits
* Understand, evaluate and solve for outages/issues in the reporting process
* Review the work of offshore associates and aid in their issue resolution
* Understand ASO products and reporting differences
* Understand ASO systems and feeds to help drive optimal solutions
* Provide timely responses to internal and external customers

## Qualifications for reporting consultant

* Experience as a user of or administrator of a common ERP Finance and Reporting package (SAP, Oracle, JDE, etc) a plus
* Prefer project experience in areas such as process mapping, root cause/gap analysis/best fit, requirements gathering / definition development, financial modeling and value mapping
* Professional certification (CRCM, CIA, CPA, ) preferred but not required
* Lean initiative experience
* A minimum of 8 years experience in accounting and/or financial management
* BS/BA required, MBA a plus, prior experience at a Big 4 accounting firm and CPA preferred