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# Example of Reporting Coordinator Job Description

Our company is looking to fill the role of reporting coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reporting coordinator

* Develop, maintain and enhance Pepsi Equipment Services reporting systems
* Lead participants in data validation and testing as required
* Delivering world class service
* Managing and executing the order capture process
* Proactive customer communication
* SKU availability management
* Technical accounting issues/memos
* Lead accounting department in compilation and supporting work papers and analytical procedures
* Coordinate, prepare and maintain all work papers supporting quarterly and annual audit and review filing procedures
* Review SEC filing in detail for disclosure and content

## Qualifications for reporting coordinator

* Must have excellent analytical and organizational skills
* Must be comfortable working with tight deadlines and motivate others to contribute timely
* 3+years experience in Fund Administration/Financial Reporting industry or related relevant industry Degree in finance or accounting
* Familiarity with core project management principles
* Flexible, resilient, resourceful and detail oriented
* Thorough understanding of the “three lines of defence” model of regulatory compliance