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# Example of Systems & Reporting Manager Job Description

Our company is growing rapidly and is looking to fill the role of systems & reporting manager. 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 systems & reporting manager

* Perform BAU financial and budgeting
* Manage Finance, Risk users and regulatory reporting users
* Perform Quality review on the application to ensure the performance of the application
* Manage Audit reviews relating to projects
* Manage and perform regression testing for all upstream changes
* Coordinate project activities with various technology application teams to ensure successful delivery of projects
* Develops user procedures and related documentation maintenance
* Defines and maintains security levels
* Participate with MIS team on design/code reviews
* Analyzes and reviews system integration requirements

## Qualifications for systems & reporting manager

* Project management and/or ERP implementation experience preferred
* Bachelor’s degree from an accredited institution required with 3+ years of Business support or IT experience preferably in the pharmaceutical industry OR 7+ years of Business support or IT experience preferably in the pharmaceutical industry
* Strong analytical skills, ability to problem solve, and anticipate problems based off previous experience
* Proven ability to be flexible and work hard in a high pressure environment with changing priorities
* Competency in examining data and organizing information for executive use/interpretation
* Understanding of basic financial accounting principles