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# Example of Systems & Reporting Manager Job Description

Our company 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

* Manages professional staff, and effectively communicates and executes performance management
* Lead the development of a Shared services model for Sales systems support and reporting, analysis and insight for N EMEA
* Act as a Trusted Advisor to the Director, Sales Operations for N EMEA to the sub-regional Sales Operations leads
* Lead the design and preparation of all Sales systems set-up and completion with regards to N EMEA business plans and their execution
* Serves as the Tririga System Administrator
* Primary point of contact for the maintenance and development of reports for the Legal, Property Development, Real Estate Finance, Procurement departments and for cross-functional partners utilizing real estate information
* Customizes user configurations
* Provides how-to training/assistance to Tririga system users and be the focal point in the business to gather requirements for system enhancements to meet new and existing business processes
* Work with the IT Dept
* Collaborates with IT Dept

## Qualifications for systems & reporting manager

* A solid understanding of financial, operational, compliance and IT risk, control best practices
* Experience with highly complex and integrated financial, operational, compliance and IT environments
* Some understanding of the laws and regulations associated with privacy, NIST, FISMA, ISO27000, HIPPA, SEC, and FINRA regulated entities and the use of technology controls to meet these requirements
* CISA or CISSP certification required
* At least 7 years’ experience of managing an HR Systems team
* 7+ years general accounting experience, including minimum 5 years working in a role with direct general ledger and financial close responsibilities