



Example of Reporting Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of reporting supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for reporting supervisor

- Lead various department initiatives and cross-functional Finance projects to improve process efficiency and overall timeliness and accuracy of financial information
- Act as a strong coach and mentor for the development of talent
- May make recommendations based on the analysis, and provide explanations for reporting results as needed (may be done for internal operational purposes for customers)
- Evaluate device malfunctions and adverse events involving Spacelabs Healthcare products to determine Medical Device Report (MDR) eligibility
- Perform detailed investigation of adverse events by contacting internal resources, Spacelabs Healthcare field personnel and/or customers as appropriate
- Initiate and complete MedWatch reports for timely submission to the FDA
- Manage project set-up and asset capitalization for ~\$600MM in annual capital spend
- Collaborate with Engineering and Finance counterparts to drive currency in ongoing CIP balances
- Works closely with Purchasing, Expediting and Shipping/Receiving to ensure spare parts are ordered in a timely manner and shipped to our customer on time
- Develops effective relationships with Financial Division Management, Brokerage Operations Management, Compliance, Legal, External Regulators and Auditors

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- Demonstrated ability to work independently and as part of a team in a dynamic and fast-paced environment
 - Previous experience in operations and MIS (management information systems) in a Wealth Management Firm would be an added advantage
 - Excellent written and verbal communication skills, including the ability to present
 - Strong analytical background with the ability to see both the big picture and details
 - Ability to set performance objectives, prioritize and multi-task and meet deadlines in a fast-paced environment
 - Build collaborative relationships with internal clients and business partners to achieve objectives