

REPORTING SPECIALIST

About the Role

Provide high-level Operations Support to the auditing team by working independently and collaboratively as part of a team to assemble, format, and review reports. The ability to utilize Microsoft Word to an expert level to assemble, manipulate tables, and format the reports to the set industry standards and internal regulations. As a Reporting Specialist, you'll work closely with the Quality Review Specialist team to ensure that all report information is accurate.

Reports to: Director of Quality, IT Security & Audit
Pay Classification: Full Time, Exempt

Responsibilities

- Adhere to best practices policy implemented the company
- Follow established guidelines and procedures to ensure high quality of work
- Follow up with the Managing Auditors for any necessary information
- Upload the all necessary documents to the proper folder on One Drive
- Respond to all email inquiries within twenty-four hours
- Manage time effectively in order to meet tight deadlines
- Execute the request from the Managing Auditors

Minimum Qualifications

- Bachelor's Degree in Business, English, Journalism or related field
- No prior experience required, we provide all necessary training
- No certification required
- Ability to work in a fast-paced environment
- Ability to work individually as well as part of a team
- Ability to meet tight deadlines
- Excellent communication skills
- A high degree of motivation
- Experience with Salesforce is not required, but is preferred
- Experience with Microsoft Office Suite including, but not limited to: Word, Excel, PowerPoint, and Outlook

What we can offer you

- 10 days of vacation per year, with an increase to 15 days after your first year
- Vacation bonus
- 401(k) plan with employer matching
- Employer paid life insurance and disability insurance
- Employer paid health, vision, and dental insurance
- Generous holidays paid time off schedule
- Paid office closure December 24 – January 2

About A-LIGN

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

Our Values

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?

To be considered for this position, email your current resume to careers@a-lign.com and include “Reporting Specialist” in the subject line.