

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 all information within the reports is accurate, the Managing Auditors to ask any questions, and the Director of Quality-Reporting's immediate supervisor- to ensure smooth day-to-day operations and as a point of contact. Reporting is a key spoke in the wheel of the company; we produce the product that is ultimately sent to the client and as such, cooperation between departments is paramount to the overall success of the company.

Reports to: Director of Quality-IT Security and Audit Services

Pay Classification: Full Time, Exempt

Reporting Specialist Responsibilities:

- Adhere to best practices policy implemented by the company
- Follow established guidelines and procedures to ensure high quality of work
- Follow up with the Managing Auditors for any necessary information
- Upload all necessary documents to the proper client folder on OneDrive
- Respond to all email inquiries within twenty-four hours
- Time Management -meeting tight deadlines is crucial (24-48 hour turn around on Reports)
- Execute the request from the Managing Auditors
- Create the Draft Report and/or proofread and edit the Final Report
- Send in completed Draft and Final Reports to the Quality Assurance Team for review
- Format tables and documents as needed for Auditors
- Enter all Draft Report and Final Report requests into the Reporting Excel Spreadsheet
- Proofread, edit and order all Printed Report Requests through Allegra
- Create any new procedures as needed as well as edit any updated procedures
- Create new templates and update existing templates as needed
- Train new hires in all procedures

What we're looking for:

- 4-year Degree in the following majors or relevant discipline: Business, English, or Journalism
- 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 deadlines
- Excellent communication skills
- A high degree of motivation
- Experience with Salesforce is not required, but is preferable
- Experience with Microsoft Office Suite including, but not limited to: Word, Excel, PowerPoint, and Outlook
- Experience with Adobe

What we can offer you

- Vacation bonus
- 401(k) plan with employer matching
- Employer-paid life insurance and disability insurance
- Employer paid health, vision, and dental insurance
- Generous holiday 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?