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# Example of Firmwide Regulatory Reporting & Analysis Job Description

Our growing company is searching for experienced candidates for the position of firmwide regulatory reporting & analysis. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for firmwide regulatory reporting & analysis

* Perform Access Management /Certification
* Manage Record Retention processes
* Perform monthly control checks on FRRA owned shared drives and SharePoint site access
* Manage Business Resiliency strategy including Business Continuity Plan (BCP) and Business Impact Assessment (BIA)
* Coordinate FRRA Rep Letter Checklist submission
* Maintain Sworn document inventory
* Manage 1 Associate/Analyst level employees
* Ensure that projects are delivered with the expected levels of “controls” – reconciliation, operating models, completion of standard operating procedures
* Ensure report integrity and filing with regulators, compliance with firmwide policies and standard operating procedures
* Actively engage in the execution of Firm-wide Control Programs including Risk and Control Self Assessments (RCSA), Sarbanes Oxley (SOX) , and CCAR CFO Attestation Program (CCAP)

## Qualifications for firmwide regulatory reporting & analysis

* Has initiative and accountability – must be a self-starter and able to build and manage relationships across locations
* Knowledge of, or direct experience in, Agile and JIRA a plus
* Work with LOB Operations to identify key controls in place to support the accuracy of transactional and reference data captured in JPM systems relied upon for external financial reporting
* Assess the adequacy of controls in place at point of origin and work with LOB operations to close control gaps identified thorough enhancement of LOB quality control and quality assurance processes
* Work across LOB Operations and External Financial Reporting Quality Assurance to maximize the effectiveness and efficiency of Quality Assurance processes that support the integrity of external financial reporting
* Executive Director level, including a minimum of 10 years relevant experience