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# Example of Information Risk Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of information risk analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for information risk analyst

* Assist in coordinating efforts to ensure IT controls are appropriately executed resulting in Sarbanes-Oxley (SOX) and Business Process Assurance (BPA) compliance
* Track and support remediation of PCI DSS, SOX and all other regulatory observations identified and reported by BPA or external auditors
* Gather data to prepare IT Risk management metrics and reporting
* Serve as IT liaison to BPA or external auditors by prescreening requests and responses
* Perform tasks associated with Information Security policies and procedures development and updates
* Participate in IT control monitoring programs to ensure IT compliance-related risks are managed to the level of acceptable risk
* Research and provide recommendations for improving the effectiveness and efficiency of IT control processes and enterprise risk and compliance activities
* Support the development of IT knowledge repository for IT risk and compliance-related materials and resources including IT controls, policies, procedures and standards
* Gain understanding of business processes, business control processes, risk management, IT controls and related standards
* Gain understanding of complex business and information technology management processes

## Qualifications for information risk analyst

* Background in system or process auditing shows ability to identify and quantify risks
* Excellent ability to evaluate processes, identify potential problems and implement feasible solutions
* CISSP, CEH or CISA highly preferred
* Typically requires a minimum of 5 to 7 years of experience in the IT risk discipline, information security or at a public company in a related field
* Successful candidate will have proactive "can do" attitude
* Must be able to apply quantitative techniques and financial modeling skills to translate data into meaningful business dynamics and/or solutions