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# Example of Program Manager / Risk Manager Job Description

Our company is growing rapidly and is looking to fill the role of program manager / risk manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program manager / risk manager

* Develop/execute processes/systems for intaking, defining, prioritizing, finalizing and approving requests for changes/updates from (i) Compliance department teams and 1st Line end users to the Archer Compliance Risk Register and (ii) Compliance department teams for related Archer modules
* Work with Archer Business Analyst to evaluate requests received and recommend solutions, including consideration of upstream and downstream impacts across Compliance processes and Archer modules
* Assume leadership of the existing risk management program
* Analyze and interpret data and information to drive the intent and strategy for various Risk projects
* Lead a team of people working on similar risk mitigating initiatives
* Ensure appropriate governance, processes and accountabilities
* Identify, assess and manage risk, including emerging risks and regulatory focus areas, providing appropriate documentation of such risks
* Regularly review and update controls to reflect change in the organization and in the overall risk and control environment
* Develop and update documentation as needed for 2nd Line Program Team (process flows, procedures, job aids) and 1st Line end-users (training materials, job aids)
* Collaborates with the Risk Manager, Senior Director of Patient Safety and Medical Director on case reviews as requested

## Qualifications for program manager / risk manager

* Experience with projects in multiple technologies, functions (e.g., transaction management, risk management ) and industries
* Provide support to the Enterprise Business Continuity & Crisis Management Team, peers and management outside of normal responsibilities as required
* Strength and breadth in implementing industry accepted business intelligence and reporting tools (ie
* Early engagement in client on-boarding related activities
* Master’s degree in finance/accounting with minimum of 8 years of underwriting OR portfolio management OR reporting
* Have a strong understanding of accounting and a risk perspective