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# Example of Reporting & Analysis Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of reporting & analysis. 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 reporting & analysis

* Perform HMDA LAR quality reviews
* Aid in maintenance of files for CRA exams
* Help to create a leading edge for the BioResearch Quality & Compliance (BRQC), Quality Analytics organization in ability to contextualize data and provide analyses for complex data, process, or quality questions
* Be critical to the building of a stronger capability to both respond to complex queries, and also to proactively identify potential quality issues or signals
* Build the capability and skillsets to contextualize quality data into insights that will enable data driven-decision making to strengthen the BRQC Janssen Quality Management System (QMS)
* Support firm wide initiatives to achieve compliance with regulatory principles and requirements, CCAR, Stress Testing, public disclosures
* May manage lower level individual contributors with similar reporting and data management responsibilities
* Prepare annual financial statement worksheets for the University’s State reporting exhibits and financial statement workpapers
* Collect, analyze, reconcile, and consolidate accounting transactions to close out the accounting month\quarter\year
* Coordinate the preparation of the footnote material contained in the CSU and CSU System (CSUS) annual audited financial statements

## Qualifications for reporting & analysis

* To develop the reporting analysts enhancing their technical and business acumen for further advancement within and outside Retail Risk Management
* To create and maintain a timely and accurate reporting framework, including data preparation, maintaining and updating the department’s credit loss database, report creation and distribution, and documentation of the reporting process
* To ensure timely production and adherence to monthly, quarterly, and yearly schedules for the production/distribution of loan loss reports by various team members
* To maintain the existing methodology adopted for the reporting of Specific Allowance and General Allowance making sure they comply with internal policies and regulatory requirements
* BA or BS, Master’s Degree a plus
* Financial Planning & Analysis - prepare and communicate financial and business analyses