

Example of Analyst, External Reporting Job Description

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Our innovative and growing company is searching for experienced candidates for the position of analyst, external reporting. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, external reporting

- Support CCAR business lead in developing 14-M/Q analytics including business/desk level 14-M/Q reporting/analytics
- Partner with technology to implement longer term FR 14-M/Q automated system based reporting including ensuring data strategy meets 14-M/Q requirements, testing/validation of results
- Partner with CCAR office team to drive decision making on reporting interpretations
- Anticipate 14-M/Q schedule submission during CCAR to ensure timely delivery
- Prepare select investment pages of the quarterly IFRS Statistical Informational Package and SIP Analysis
- Prepare select quarterly and annual IFRS Financial Statement Note disclosures such as Invested Assets Table and Footnotes, Securitized Assets, and Credit Quality
- Prepare quarterly Bond / Private Placement and Mortgage Data Repository files for use in internal and external reporting
- Prepare a variety of quarterly (and ad-hoc) AUM detail reports for Board and Management reporting such as Geographical Location, Country Exposure, Market Values, Credit Exposure, OSFI, Rating Agencies
- Prepare select annual IFRS MD&A disclosures such as General Fund Assets, Debt and Private Placement, Mortgages, Public Equities, ALDA, and Power & Infrastructure notes

Qualifications for analyst, external reporting

- Experience with SOX compliance activities and maintaining internal controls
- Strong attention to detail with financial analysis skills and a demonstrated ability to solve problems both independently and collaboratively
- Excellent communication skills, written and verbal, and the ability to interact professionally with all levels of the company
- A proven self-starter with the ability to identify issues and suggest opportunities for improvement
- Experience with ERP systems (Netsuite preferred)
- 3 years of experience in an accounting related role, public accounting experience strongly preferred