



Example of Analyst, Risk Management Job Description

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Our company is hiring for an analyst, risk management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analyst, risk management

- Processes invoices for payment and maintains payment records
- Responsible for Workers' Compensation Monopolistic State Filings and State Bureau Audit responses
- Assists Finance Manager with collection of Workers' Compensation payroll for reporting purposes
- Assists Finance Manager with FPRP and Claim binders
- Record Retention - maintains logs and files of insurance related documents including correspondence, policies, endorsements and binders
- Work with the IT Risk/Compliance Team in the execution of the IT Risk/Compliance Program by obtaining and analyzing data and information required for decisions in planning, scoping, and risk-assessing the review and/or conducting assigned testing
- Apply professional standards, responsible for business judgment and the compliance methodology for the effective and timely execution of assigned tasks and team responsibilities
- Perform compliance control operation of IT security controls including security incidents and performing user access controls
- Perform compliance activities including access recertification and process documentation and monitoring of SOX applications access logs
- Monitor IT open audit issues and coordinate remediation

- Demonstrate a basic understanding of various compliance and regulatory areas
- Proven ability to function well independently in a team, and be comfortable in a fast paced and dynamic environment with high degree of accuracy
- Experience with factor analysis
- Experience with dimension reduction
- Bachelor's degree in Finance, Economics, Accounting or related degree
- Normal office activities that consist of frequent sitting, walking, standing and other physical activities