



# Example of Associate, Reporting Job Description

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Our growing company is hiring for an associate, reporting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, reporting

- Contribute to preparation of all federal regulatory reports for US Branches (3WFC, 49th Street, Hudson Branch, Dallas Agency)
- FFIEC002/002's - Call Reports, FFIEC 019, FR2900, FR2915Q, FR2644, FR2420 and TIC reports \*
- Work with Pledged Asset Reports compliance of reserves held with Federal Reserve Bank (Capital Equivalency Deposit) \*
- Other Miscellaneous Branch Regulatory Reporting Schedules and reports including Cayman Monetary Authority reporting, and U.S. Treasury Department reporting
- Prepare worksheets for various schedules for the reports and examined G/L accounts for accuracy.\*
- Perform analysis of balance sheet and off-balance sheet accounts using US GAAP standards
- Have familiarity with industry software (ie Fidelity, Lombard Risk, AXIOM) \*
- Develop responses to Regulators and internal stakeholders on inquiries
- Broad based bank product knowledge
- System upgrade and implementation projects

## Qualifications for associate, reporting

- Understanding of Value-at-Risk, Stress and risk sensitivities and Understanding of financial regulatory and policy requirements preferred
- 6+ years experience in market risk management or trading team is preferred
- Significant experience with Excel, including pivot tables, nested conditional

- Candidates with a strong inclination towards numbers, Excel spread sheets, formulae, queries and other basic software applications
- Required to interact with multiple internal/external stakeholders on a daily /weekly / monthly basis
- Required to generate, maintain, consolidate and track various reports