



# Example of Regulatory Reporting Associate Job Description

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Our company is hiring for a regulatory reporting associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for regulatory reporting associate

- Develop requirements into technical solutions using a mixture Moody's Risk Authority (RAY) application, Oracle database (12c) and Control-M technologies
- This is a highly interactive role and as such requires the capability to work effectively with a diverse range of professionals internally, covering a wide variety of products and functions
- Identify and implement efficiencies into daily functions
- Identify key areas of risk in the reporting process and influence the development of controls
- Produce and/or validate for accuracy daily, weekly and/or monthly regulatory reports
- Timely investigation and resolution of exceptions and DTCC responses
- Analyze, suggest and execute process improvements
- Interface with management on key risks impacting the Firm's securities reporting
- Produce and/or validate the accuracy for daily, weekly and/or monthly regulatory reports
- Timely investigation and resolution of exceptions associated with reporting

## Qualifications for regulatory reporting associate

- Calculating components of the regulatory capital position on a daily basis

- Strong Communication - ability to communicate effectively, both orally and in writing, to a broad range of people across the Firm at various levels of seniority
- Self-motivated and Proactive - Ability to run with issues, get involved hands-on, and provide constant high-quality feedback
- Proven program delivery & execution track record within financial services esp
- Plan and manage project timeline, activities, and project deliverables