



# Example of Regulatory Reporting Manager Job Description

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Our innovative and growing company is hiring for a regulatory reporting manager. 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 regulatory reporting manager

- Maintain frequent and regular communication with bank personnel to discuss any changes in business practices, contracts, agreements, that may impact the accounting, financial reporting or disclosure items
- Support project team to create summarized status and financial reporting and monitoring
- Provide subject matter expertise to FAKC team regarding regulatory reporting requirements
- Respond to external/internal inquiries regarding financial data reported or filed and ad hoc request
- Establish and maintain communication with the Financial Reporting Group, Product Control, and Information Technology Group
- Function as business lead on technology projects that target improvements or changes needed for quarterly reporting processes to promote efficiency and manage business or regulatory requirement changes
- Manage the attestation process with line of business
- Obtain and maintain a process-level understanding of assigned topical areas
- Analyze data from multiple sources to aid in the assessment of risks for assigned areas
- Periodically perform independent reviews of assigned activities for compliance based on a set of defined qualitative/quantitative metrics

- Microsoft Office/Suite proficient (Excel, Word, Project)
- Good knowledge of mutual fund products and the regulatory environment
- Above average knowledge of MS Excel
- Strong knowledge of regulatory reporting and related rules
- Ideal candidate need accounting Degree and at least 8 years of solid regulatory reporting experience in foreign banking industry
- You will have in-depth knowledge of local regulatory and statutory reporting requirements with strong knowledge of products accounting and reporting in the banking industry