



# Example of Risk Analyst, Risk Management Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a risk analyst, risk management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for risk analyst, risk management

- Oversees RMIS vendor relationship, data integrity, and enhancements
- Development and communication related to allocation of insurance premiums and expected losses for annual operating plan
- Collaborates with team members on development of dashboards, key metrics, and ad-hoc reports
- Handle internal finance reporting and expense allocations of insurance premiums and accident claims
- Assist with expense tracking and budget updates, accounting period-end reconciliations, quarterly claims forecasting, and purchase order requisitions related to commercial insurance
- Help support strategic risk programs such as enterprise risk management and business continuity planning
- Handle accident claims such as occasional data reports for workers' compensation cases
- Use IT systems such as PeopleSoft Finance, Hyperion, ABI/Oracle business intelligence, Blackline, WDesk, ePro, and MS Office365
- Manage information collection and prepare submission for insurance renewals and audits
- Assist and coordinate budgeting for insurance renewals and overall dept spend tracking & trending analysis

- Related information for private sector clients by leveraging appropriate IT tools, analytic methodologies, and tradecraft within an existing risk management
- Related program
- Bachelor degree in Computer Science or Computer Information Systems
- A basic understanding of how to read and interpret the results of audit reports (SSAE16, PCI ROC, ), security assessments (penetration tests, vulnerability scans, ), and/or continuity tests (Disaster Recovery, Business Continuity, Security Incident)
- Master's degree in a quantitative discipline with a strong aptitude to work in a modeling/analytical role
- Ability to generate insights from data and present them in a lucid and impactful manner