



Example of Risk Management Reporting Analyst Job Description

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Our growing company is hiring for a risk management reporting analyst. 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 management reporting analyst

- Maintain and update Business Objects reporting universe via the Universe Design Tool
- Manage reporting inventory and user access through the Business Objects Central Management Console
- Provide support to system administrator during application testing / configuration
- Performing compliance test activities
- Working with internal and external auditors for the annual audit, SOX, and specialized audit
- Validating the integrity of financial information reported to the Board of Governors, Board of Directors, and the public
- Compiling management reports and reconciliations
- Ensure compliance with financial reporting controls
- Track and report on metrics related to generation and dissemination of risk reports, both internally and externally
- Become a subject matter expert on the Report Repository tool used to inventory reports, maintain metadata about the reports, and generate metrics

Qualifications for risk management reporting analyst

- Ability to drive solutions and recommendations
- Advanced degree (CPA or MBA) experience
- Initiate and manage periodic recertification processes for report metadata and distribution lists
- Manage the report governance process and governance meetings and update governance documents
- Reconcile Regulatory Report Inventory SharePoint Site and Key Internal Reports