



Example of Risk Management Reporting Analyst Job Description

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

- Effectively manage data analysis and reporting projects, as assigned, by leadership
- Ensure data quality and consistency for all developed dashboards and reporting
- Partner with colleagues and subject matter experts to maintain and update an expansive set of reports, dashboards, and data sets/processes
- Provide first-level support, troubleshooting production issues and bugs
- Partner closely with support teams on the scheduling, automation, monitoring, and triage of various reporting applications and technology solutions
- Monitor upstream dependencies—data and/or system—to anticipate changes to downstream reporting applications
- Collaborate with technology partners to develop tools and processes to monitor the complete inventory and health of our various systems, reports, and dashboards
- Provide analytics support related to reporting TPRM Gateway system metrics around performance of third party diligence efforts
- Liaise with the TPRM Gateway stakeholders on third party due diligence matters and system requests
- Effectively communicate and coordinate with team, peers, Partners, Principals, or Managing Directors

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- Knowledge of the RPS Data Warehouse and a working knowledge and the
 - 2 year college degree in Statistics, Data Science, Software Engineering or equivalent experience
 - Reporting and dashboard in multiple reporting packages (Excel, Word, Access.)
 - Hands on development experience with SQL, including writing queries, tuning queries, writing stored procedures, data ETL
 - Competency with standard Microsoft Office Software (Excel, Word, Access)
 - Well organized, efficient, and able to work independently on multiple projects