

Position Title: Jr. Data / Quality Assurance Analyst **Date:** April 2022
Department: Market Regulation Center **Status:** Full-Time, Exempt

Position Summary:

Under the supervision of the Market Regulation Center (“MRC”) Manager, the Jr. Data / Quality Assurance Analyst will support the Regulatory Project Manager, as well as MRC management and staff, with the technical aspects of regulatory-related compliance testing; front-end / application development; report development; data and statistical analysis and reporting; and procedural documentation efforts.

Position Duties:

- Develop a subject matter expert (“SME”) level of BOX facilities’ data models, including Consolidated Audit Trail (“CAT”) as sources of MRC report generation and query activities.
- Develop a detailed level of knowledge of operational functionality and processes related to VIGIL, CAT and other regulatory-related applications.
- Assist in development and maintenance of compliance tests for trading system validation of consistency with BOX Exchange rules.
- Assist in development of Request for Change (“RFC”) and Business Requirement Documents (“BRD”) for MRC technology providers and other relevant vendors in coordination with other stakeholders.
- Perform compliance testing of system changes, problem solving of issues with stakeholders and reporting to MRC management.
- Assist with resolution of CAT reporting issues and data reconciliation issues with BOX Exchange Participant firms.
- Assist with development and maintenance of accurate and current procedures for assigned functions; create and report updates to MRC Manager to ensure accurate reflection of processes and controls.
- Prepare analytical reports and support ad hoc data requests.
- Leverage technology to streamline current regulatory operation processes and decrease repetitive tasks in coordination with MRC staff.
- Communicate status, issues, and resolutions with interested parties including, but not limited to, MRC staff, MRC management, MRC technology providers and BOX Exchange Participants as appropriate.
- Other responsibilities include, compiling, analyzing or validating data and statistics, and/or assisting with documentation production, as otherwise assigned by MRC management.



101 Arch Street
Suite 610
Boston, MA 02110

141 W Jackson Blvd,
Suite 280
Chicago, IL 60604

Education:

Bachelor's degree in Computer Science, Information Systems, or Data Analytics required.

Experience:

Entry-Level Position.

Job Knowledge and Skills:

- Experience with Python, SQL, Excel.
- An aptitude for analytical and problem resolution.
- Ability to analyze and summarize findings in a clear and concise format.
- Self-starter, proactive and objective oriented.
- High level of accuracy and attention to detail.
- Ability to handle multiple assignments and deadlines.
- Interpersonal skills to work effectively and collaboratively with persons from diverse backgrounds and at various organizational levels within and outside of BOX Exchange.

