



101 Arch Street
Suite 610
Boston, MA 02110

141 W Jackson Blvd
Suite 280
Chicago, IL 60604

Position Title	Risk Analyst	Date:	September 2022
Department:	Risk	Status:	Full-time, exempt
Reports to:	VP, Risk		

Position Duties:

- Gather applicable documentation requested by third party auditors and the United States Securities and Exchange Commission (“SEC”)
- Assist in drafting responses to SEC inspections and examinations
- Contribute to the review process of draft audit findings and recommendations
- Maintain findings using a standardized tracking matrix
- Collaborate with business units to administer third party risk management program
- Maintain organizational risk registry and control inventory
- Draft policies and procedures
- Review existing policies and procedures for accuracy
- Collaborate with appropriate BOX management to provide training materials to BOX employees and vendors
- Analyze reports to identify trends
- Assist in production of regularly scheduled reports
- Provide administrative support, including organizing and scheduling meetings
- Special projects as assigned by the VP, Risk

Education:

Bachelor’s degree required. Bachelor’s Degree in Finance, Economics or Business Management preferred.

Experience:

One to three years of prior compliance, risk or regulatory oversight experience preferred.

Job Knowledge Skills:

The ideal candidate will possess a high level of accuracy and attention to detail as well as above average organizational and grammatical skills. In addition, the ability to work efficiently under pressure in a fast-paced environment and to meet strict deadlines is essential. Extensive experience with Microsoft Office Suite and the ability to efficiently work independently as well as in a team environment are required.

Communication Skills:

Exceptional oral and written communication skills are required. Ability to work under pressure, handle multiple assignments and deadlines.

