

Job Description

Position Title: Risk Analyst
Department: Risk & Compliance
Reports to: Deputy Chief Risk Officer
Status: Full-time, exempt

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.
- Support the engagements with third party auditors to implement risk assessment cycles.
- Contribute to the review process of draft audit findings and recommendations.
- Maintain findings and track remediation using a standardized tracking matrix.
- Collaborate with business units to administer vendor management program.
- Maintain organizational risk registry and control inventory.
- Draft policies and procedures in alignment with industry standards.
- 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.

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.

