

KPMG Associate, Advisory: Records and Information Management National Practice.

Do you have a passion for solving complex business problems? KPMG's Advisory Services Practice focuses on fundamental business issues —managing risk, increasing revenues, controlling costs — that organizations, across various industries, should address in order to help them flourish. We help companies to identify and manage risks inherent in business processes and technology systems that support business objectives, and provide them with the information needed to help them meet their strategic and financial goals. Services are specialized to help clients mitigate risks across an overall electronically stored information management risk spectrum. We are currently seeking an Associate in Records Risk Management to join us in our San Diego, San Francisco or Los Angeles offices.

KPMG Forensic Associates assists organizations in their efforts to achieve the highest level of business integrity through the detection, prevention and investigation of information management. Our Forensic professionals strive to not only help our clients discover the facts underlying concerns about records and information management, but also assist clients in assessing their vulnerabilities to such activities, and in developing controls and programs to address these risks.

Responsibilities:

- Conceptualize and develop enterprise-wide record risk management services
- Perform record risk management assessments
- Assist clients in quantifying record risk
- Create gap analysis relating to regulation compliance
- Publish ready report writing skills on analysis and findings
- Willing to travel, may be up to 90% of the time

Demonstrated ability to connect with senior executives of leading organizations to understand business issues and project details

- Three years of relevant work experience preferred
- Technical and/or administration experience in records management, document imaging, workflow, document management, e-mail archiving and/or content management solutions, and e-mail and database management systems
- Excellent verbal and written communication skills, including experience presenting to small groups and facilitating workshops
- Exceptional interpersonal skills demonstrating the ability to gain the confidence and respect of senior executives and team members
- BS/BA degree from an accredited college/university
- CRM preferred

Dean L. Larsen, II

Manager, Advisory - Records and Information Management

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