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# Example of Controls & Compliance Job Description

Our growing company is looking for a controls & compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for controls & compliance

* Conduct cross LOB consistency reviews
* Perform RCSA Calibration exercises and detailed process walkthroughs, identifying control points
* Conduct Inherent Risk reviews and manage calibrations and issue/action plan linkages
* Represent the CCB Compliance team at Global Compliance RCSA governance meetings and manage all BAU requests
* Ensure Corporate RCSA standards are complied with
* Provide credible challenge to LOB Chief Compliance Officers and their teams pertaining to RCSA planning and execution as necessary
* Drive improvement and execution of Consumer & Community Banking ( CCB) Compliance Governance & Oversight, management reporting and leading edge practices that are sustainable, repeatable and drive consistency
* Review risks identified during the FinRA and ensure remediation plans for controllable risks adequately address the identified risks and are specific and measurable
* Prepare domestic intercompany eliminations for tax reporting purposes
* Prepare foreign sourced income and dividend schedules for international tax planning purposes

## Qualifications for controls & compliance

* Bachelor's Degree in business administration discipline such as accounting, audit, finance, or management information systems
* Great attention to confidentiality
* Certification in Prince2, PMP or Six Sigma is preferred
* Proficient in developing process narratives, flowcharts and root cause analyses
* Understanding of Sarbanes-Oxley and PCAOB audit documentation requirements
* Strong project management skills and ability to meet established deadlines