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# Example of Controls Manager Job Description

Our company is growing rapidly and is hiring for a controls manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for controls manager

* Supporting International business units with control matrix development
* Supporting International business units with control and flow chart documentation
* Manages internal control testing plans across the business and IT processes
* Perform annual and ongoing risk assessments in accordance with COSO 2013, including maintenance of a control register and an inventory of SOX-relevant IT applications (SAP)
* Manage ongoing compliance and updates to process documentation and control matrices for existing SOX processes assisting in the creation of documentation for new processes
* Ensure successful execution of the quarterly SOX certification process Actively maintain and manage remediation of control design and operating effectiveness deficiencies
* Manage engineering efforts at the Rides and Attractions to the highest standards of safety, reliability and quality
* Establish and execute upon strategic initiatives driving improvements in the control framework delivering upon key Corporate programs including organizational projects requiring alignment with other functions across the organization
* Be involved with building and executing the company's strategic plan
* Conduct risk assessments and identify / improve controls

## Qualifications for controls manager

* Undergraduate Degree (in Business Administration, Finance, Accounting or another Financial-Services related focus)
* 10+Years of Experience (in Vendor Leasing, or another Financial-Services related industry)
* Outstanding problem solving skills and ability to act independently
* Exhibit teamwork and a strong desire to succeed
* Resuts orientation - ability to prioritize multiple objectives
* Operations/Technology background a plus