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# Example of Financial Compliance Analyst Job Description

Our growing company is hiring for a financial compliance analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial compliance analyst

* Document all procedures within Retail Payment Solutions (RPS) Finance team
* Participate in compliance discussions with Corporate functions and Consultants
* Assist in PAM and CAP tracking for RPS Finance Direct Mail Campaigns and Portfolio Management initiatives for Credit Cards
* Complete all compliance requests
* Coordinate, update and maintain compliance procedures
* Interact with cross functional teams to gather data, understand regulatory implications and prepare presentations for Senior Management
* Promote cooperation and foster regular communication with executing partners
* Performing First-Level QA validation of controls
* Educate business partners (via one on one coaching and classroom instruction) on various aspects of SOX 404 including techniques for performing control testing
* Other responsibilities include assisting with enterprise - wide IT compliance and control consultation activities and projects

## Qualifications for financial compliance analyst

* Ability to multi-task and handle a heavy workload in a fast paced, deadline oriented environment
* CPA candidate or CPA designation are a plus
* Aptitude for data analysis or data warehousing skills (SAP, Hyperion) are a plus
* Public accounting (audit) or internal audit experience is preferable
* Strong (and current) technical knowledge of GAAP preferred
* Prior entertainment experience is preferable