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# Example of Internal Control Analyst Job Description

Our company is growing rapidly and is looking to fill the role of internal control analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for internal control analyst

* Preparation of quarterly certification materials for various Divisions’ Certifications and Firmwide Review Committee
* Partner with other firm risk and control disciplines (e.g., Internal Audit, Operational Risk, Fed Reporting, CCAR)
* Work with key project managers throughout the firm to identify changes to risks/controls and ensure organizational changes are accurately reported as they relate to quarterly certification
* Training new assessors and certifiers
* Overall project management of the quarterly assessment and certification process which involves a high level of communication and coordination with individuals across the firm
* Assist in the development of strategic ICRA tools and convergence reports
* Support production of ICRA automated reporting and dashboards
* Liaison with regulators during exams and determine impact of any findings to the firm’s internal controls over financial reporting
* Coordination with a global team, including occasional travel to regional offices
* Assist in helping to build the technology strategy of the team, including project management

## Qualifications for internal control analyst

* Position requires 4+ year's related experience, preferably in public accounting with a focus in the consumer product industry
* Candidate typically possess 2-4 years of experience in a Sarbanes-Oxley role or a related financial services industry role including internal/external audit
* Must possess capital markets/banking experience especially related to internal controls over financial reporting
* Knowledge/experience in US GAAP/IFRS financial reporting is desired
* Experience with the project management of a risk and control self-assessment process is a plus
* Highly motivated and possess strong analytical and intellectual abilities