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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. 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 internal control analyst

* Publish weekly, monthly, and yearly KPI reporting for FSC and field leadership
* Develop, maintain, and monitor comprehensive operational dashboards of KPI and retail metrics for Internal Control and key business partners
* Interpret KPI dashboards, identify potential gaps in store risk models, develop proposed changes along with cost-benefit analysis, and present to key stakeholders
* Assists in completing Quarterly SEC Reporting requirements, the semi-annual certification process
* Perform internal control testing Complete an independent review of the design and operating effectiveness of the internal control environment
* Primary responsibility for testing and monitoring SOX compliance in Corporate processes and integrating internal controls / SOX compliance at newly acquired entities
* Identify key financial reporting risks (including IT) and provide subject matter expertise on the design and implementation of internal controls
* Perform SOX testing procedures for Corporate key controls
* Actively communicate with Management the adequacy of the Corporation’s internal controls (including information systems and security)
* Manage risk and control software

## Qualifications for internal control analyst

* Candidate typically possesses 5+ years of experience in a Sarbanes-Oxley role or a related financial services industry role including internal/external audit
* Should have some experience managing others
* Master’s Degree (MA, MS, MBA) in Business, Finance, Accounting or Economics preferred
* Master’s Degree (MA, MS, MBA) in Business, Finance, Accounting or Economics
* Property/Asset program reviews and analysis
* Master’s Degree (MA, MS, MBA) in Business, Finance, Accounting or Economics highly desired