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# Example of Internal Control Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position 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

* Promote high levels of ethical awareness and conduct throughout the organization, including compliance with applicable laws and regulations
* Perform specific internal controls and financial management support under the supervision of a manager
* Perform review of business processes to evaluate against OMB A-123, Appendix A and B
* Update process narratives, flow charts, key control descriptions and test plans
* Assist with Enterprise Risk Management activities
* Conduct a Fraud Analysis in compliance with the Fraud Reduction and Data Analytics Act
* Track Corrective Action Plans
* Assist in ad-hoc request
* Own and govern the process for management’s assessment of the design and operational effectiveness of internal controls over financial reporting
* Primary responsibility is testing and monitoring SOX compliance in global IT processes and controls and

## Qualifications for internal control analyst

* Candidate will have strong analytical and problem solving skills solid technical and PC skills
* Incumbent should understand operational processes and be able to critically assess process design and execution of controls at the direction of senior embedded control staff
* Owns the work, and is focused, effective and efficient and contributes new ideas and finds solutions to business challenges
* Able to work under tight deadlines and manage multiple priorities with a high degree of accuracy
* Thorough knowledge of OMB Circular A-123
* Strong organization skills with the ability to work independently or in a team/project environment, handling multiple tasks and changing priorities while meeting non-negotiable deadlines