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# Example of Manager, Internal Controls Job Description

Our company is hiring for a manager, internal controls. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, internal controls

* Manage and drive the self-assessment of internal controls in either the AtR, OtC, or PtP workstream
* Lead daily and month end control activities including reconciliation of balances on accounting tool (blackline)
* Oversee the review of SOX controls as prepared by BPO partner
* Review prepared SOX controls for work done in the RDC-Europe
* Oversee initiatives to address internal control enhancement where findings from self -assessment highlight areas that need to be addressed
* Supervise the on-site activities related to the vendor’s external audit to ensure audit runs smoothly
* Manage the on-site activities related to MCAAS audit to ensure the audit runs smoothly
* Establish an updated Archer system for the AtR, OtC, or PtP processes
* Proactively identify and implement opportunities for streamlining, simplifying and ensuring processes are working efficiently
* Manage, lead, and supervise ad hoc compliance projects

## Qualifications for manager, internal controls

* Demonstrates leadership through acceptance of responsibility for driving strategic initiatives at the direction of management
* Ability to recognize when action is needed to modify approach to ensure the desired result is achieved
* Requires strong management skills in addition to effective team building, coaching, and persuasion skills
* Ability to apply risk and control concepts pragmatically, considering risk and reward and must be proactive in identifying and understanding known business constraints so proposed alternatives are vetted in advance for practicality
* Demonstrates positive, professional behavior
* Possesses an appropriate combination of technical expertise in fields such as finance, technology, operations, and investigations