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# Example of Process & Controls Job Description

Our company is looking for a process & controls. 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 process & controls

* Interface with external auditors to review compliance results and to facilitate the external auditor's own assessment of internal controls over financial reporting
* Assist in managing external consultants testing internal controls
* Conduct walkthroughs of business processes
* Assist in preparing periodic SOX compliance reports and presentations for the process owners, Executive Management, or the Audit Committee of the Board of Directors
* Manage the quarter-end and year-end sub certification process and activities required for SOX 302 and 404 compliance
* Continually refine and improve the current controls testing, monitoring and reporting processes and make recommendations with regard to improvements to existing policies and procedures
* Manage team of domestic and/or nondomestic reporting specialists
* Works with Operations and Reliability Engineering to ensure projects and other changes are implemented appropriately
* Develops and supervises team’s organizational capabilities
* Perform guidance, expertise, and assist in the coordination within the Technology Operations first line

## Qualifications for process & controls

* Demonstrated ability to work and lead with minimal supervision on unstructured assignments, yet keep all parties apprised of developments
* Strong organizational and time management skills are essential and the ability to prioritize assignments/projects and multi-task within restricted time constraints
* Five plus years experience in a process or controls function, , compliance or risk, , or equivalent business experience
* Bachelor’s degree in accounting, MIS or applicable systems administration experience
* 3+ years experience in designing, implementing, and supporting security processes in an ERP environment, including new implementations, security redesign, or assessment of a client’s security environment
* Experience with assessing, designing, and/or implementing the Oracle Governance Risk and Compliance Controls (GRC) suite