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# Example of Process & Controls Job Description

Our company is looking to fill the role of process & controls. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for process & controls

* Assist process owners in the development of controls to mitigate technology risks on key initiatives
* Look for opportunities to automate manual technology controls
* Identify control gaps and weaknesses and assist with impact analysis of deficiency
* Make recommendations on how data analysis can be used to effectively monitor technology risk and control effectiveness
* Ability to coach and manage 1-2 associates
* Leading a divisional working team, responsible to drive the general ledger migration from local accounting systems to group solutions and implement other global financial solutions as assigned
* Establish and implement best practice regional guidelines across finance areas and review local practice, develop gap analysis and put in place measures to address the gaps
* Define the strategies and roadmap to develop Shared Service Centre and Centre of Expertise to drive the standardization and cost efficient and effective operating model
* Deliver tangible reductions in external audit hours and costs and deliver SOX transformation program in Asia
* Recognize indicators of future opportunities

## Qualifications for process & controls

* Knowledge of risk and internal control theory and application
* Demonstrated understanding of business and accounting processes
* Strong knowledge of audit, internal controls, Sarbanes-Oxley compliance and relevant standards including standards issued by the SEC, PCAOB, AICPA and the IIA
* Knowledge of ERP systems, IT general computer controls and security concepts and standards
* Understanding of the Federal agency operating environment and basic risk management approaches
* Knowledge of a system development life cycle