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# Example of SOX Analyst Job Description

Our company is growing rapidly and is looking to fill the role of SOX analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for SOX analyst

* Make recommendations to minimize risk and best comply with Sarbanes-Oxley standards
* Performs business process walkthroughs and control owner interviews, and makes determinations/recommendations for the preparation and/or revision of SOX controls documentation
* Participates in the ongoing development of new SOX business cycles and develops process narratives and designs controls where applicable
* Identifies internal control gaps in business processes or systems, and makes determinations and/or recommendations to enhance internal controls and to achieve better process efficiencies
* Provides feedback to control owners around internal controls, assessments, remediation and documentation
* Contributes to the ongoing efforts to standardize, streamline and enhance existing SOX control documentation to meet increased regulatory requirements
* Assists with annual and periodic risk assessments of the SOX program, and updates documentation appropriately, including third-party service provider assessments, SSAE16 report reviews, fraud risk assessments, key spreadsheet and IT report assessments
* Acts as a liaison with control owners, internal auditors and external auditors where applicable
* Ensure implementation of and compliance with FCR SOX methodology
* Provide advice to the business throughout the SOX process to continually enhance internal controls

## Qualifications for SOX analyst

* Successful performance of IT SOX testing against in-scope applications
* Perform quality assurance reviews to ensure compliance with corporate guidance
* Facilitate interaction between the IT Risk, Audit, & SOX Technology Control teams
* Partnering with IT teams to identify and correct control breaks
* Ensuring test results are properly documented and issues are appropriately resolved
* Accurate reporting on the state of the program to senior management and regulators