



Example of Compliance Senior Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of compliance senior analyst. 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 compliance senior analyst

- Assist Global Trade Programs Compliance team in researching regulations by reviewing regulatory bulletins and other sources of information and assist in communicating applicable regulatory changes to appropriate personnel
- Serve as a resource to the business to ensure they properly understand what is required to comply with regulations
- Responding to inquiries from Customs Brokers, carrier and forwarders to process import and export shipments and documentation requirements, and other import and export regulations to ensure timely clearance
- Gain an understanding of the finance processes across the worldwide organization of CGI
- Perform sample selection for the worldwide organization of CGI
- Coordinate and assist the local SOX testers across the worldwide organization of CGI
- Review the SOX testing performed by the local SOX testers
- Participate in the preparation of training materials and training sessions
- Perform SOX testing at Corporate level
- Assist the Director – SOX Compliance and his team members with various ad hoc projects requiring input from the SOX Compliance team

Qualifications for compliance senior analyst

- Ability to prioritize tasks effectively, respond appropriately to urgent requests, plan and meet deadlines
- Ability to work as part of a team and to foster a positive work environment ability and willingness to share knowledge with teammates and to provide training
- Strong organization & project management skills are preferred
- Problem Solving/Planning/Organizing - Identifies and resolves problems in a timely manner
- Has the ability to manage confidential information with a high degree of integrity