



Example of Control Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of control analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for control analyst

- Monitor changes to the Company's policies and procedures and assist in documenting and storing such data in the databases maintained by the unit
- Assist CRM Divisional Privacy Officer in performing responsibilities related to the company's Corporate Privacy Program, including Clean Workspace audits, system access reviews, maintaining an electronic information systems and records retention inventory, proactively remediate privacy risks as identified through the corporate privacy risk assessment
- Work with each of the CRM business owners to administer the annual business continuity plan
- Proactively perform daily monitoring routines in support of the company's disaster program
- Supporting key projects in strategic and operational topics autonomously
- Developing tools and processes to support the local Commercial teams to become more effective
- Working with many stakeholders and coordinating their efforts in different initiatives
- Perform execution of specific key controls on daily basis in accordance to relevant procedures, SOX and Fiscal Compliance
- Prepare, analyze and execute payments to internal and external stakeholders
- Assist in physical inventory process, including preparation, generating adjusting journal entries and calculating variances

Qualifications for control analyst

- Minimum of 18 hours college Accounting and equivalent experience in accounting areas which provide exposure to various functions of Capital Asset transactions
- Approachable and 'can do' attitude
- Willingness to work with a team
- Facilitates half-yearly user access review by the business
- Assist with preparation of material for Internal and External Auditors