



Example of Controls Analyst Job Description

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Our growing company is looking for a controls analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for controls analyst

- Write and review test scripts against standard controls and policies
- Perform testing, including conducting planning meetings, sourcing evidence and documenting results
- Assist with deep dive reviews of control risks and incidents identified by line functions
- Participate in the IT development of various control related technology platforms, helping in shaping strategic development where necessary
- Executing Model Payroll Process for the region
- Performing control function for U.S. payroll with third party payroll vendor
- Performing ad hoc reporting for internal distribution to Human Resources, Tax, Compensation
- Provide insight and recommendations for process improvements
- Support team projects, providing data analysis and recommendations for process improvement opportunities
- Participate in achieving goals and metrics of Controls Excellence

Qualifications for controls analyst

- Support a collaborative team working environment
- Keep up-to-date with accounting principle developments and regulatory accounting developments
- Support WCOB Controls with tracking and reporting of key control activities (e.g., RCSA, audits, regulatory exams)
- Perform controls testing within the company's standards, working within SOX

- Keep up to date with accounting principle developments and regulatory accounting developments in order to ensure the optimization of best practice for the company
- Close coordination with CAD on the Coca-Cola North America and GFO NA audits