



# Example of Controls Analyst Job Description

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Our growing company is hiring for a controls analyst. 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 controls analyst

- Perform controls testing within company standards, working within SOX scope
- Proactively support a collaborative team working environment and focus on the design of new and improved processes
- Perform controls testing within US NG standards, working within SOX scope
- Develop a good understanding of end-to-end process, risk & controls framework to determine effectiveness of controls design
- Perform controls testing and working within SOX scope
- Assist Controls Compliance team with change processes for software upgrades that impacts end-user
- Participate in implementation of future phase rollouts of Bw
- Advise process owners in the development, update, publication and interpretation of practices, guidelines and functional standards
- If and where needed, consult with peers in other affiliates for benchmarking purposes
- Execution of PMI Internal Controls and Compliance programs related to Sarbanes Oxley (SOX), Governance Reporting, SAP access validation, records management and fiscal compliance

## Qualifications for controls analyst

- Perform controls testing within US standards

- Analyzing and reviewing the internal control gaps for all sites
- Monitoring, managing and communicating on a quarterly basis the business process owner database and performing the required follow-ups
- Monitoring, managing and summarizing on a quarterly basis the certifier database (VP-level) and performing the required follow-ups
- Supporting the compliance activities for business segments