



# 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

- Prepare Sarbanes Oxley documentation, perform testing and follow-up
- Prepare quarterly reporting in compliance with PMI Principles and Practices requirements
- Provide appropriate level of cooperation to internal (Corporate Audit) and external auditors in the execution of their audits / reviews
- Support consistency and efficiency among sales partners in their application of their Delegated Lending Authorities
- Identify opportunities for enhancements to existing credit policy guidelines and take action accordingly
- Use credit knowledge to uncover areas of concern/risk trending and work to close gaps and avoid further risk
- Take ownership to resolve complex issues at the first point of contact
- Assist the Senior Manager, the Manager, and the teams demonstrate a long-term perspective in balancing credit risk mitigation and client experience components
- Follow coaching routines and activities to drive high performance and enhance the client experience
- Collaborates with process owners to build knowledge of risks and controls

## Qualifications for controls analyst

- Expert proficiency utilizing MS Office Suite (including Visio)

- Participating in preparing and performing the annual scoping exercise to determine which processes to test
- Collaborating in the documentation of business processes
- Preparing control matrix templates and walkthrough plans
- Planning audit sessions with the resources responsible for the business process