



# Example of Controls Analyst Job Description

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

## Responsibilities for controls analyst

- Assist Manager/Senior to serve as liaison/business partner to the business in support of their needs to design or remediate controls – this will include effectively interacting with Senior Management, other key managers, and the external auditor
- Internal Control Testing - Performs annual testing of our key internal controls for all business units
- Identification of Risks - Assists in the identification of financial risks to the Company as they relate to the implementation of financial systems
- Support application remediation efforts to close gaps in controls and work with Technology counterparts to proactively design, incorporate new controls as applicable
- Document and maintain risk control matrices and other applicable deliverables
- Partner with Internal Audit, and auditors to support relevant audits and associated follow-ups
- Plan, design, write, edit, proofread, and finalize documents for technical manuals and written specifications
- Interface with technical professionals in the definition, editing, and publication of various types of documents including but not limited to specifications, manuals, and system technical documents
- Assist in the development of supporting materials
- Track and monitor flow of all documents from inception to distribution of final copies and also manage any and all revisions

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- Related experience working at a public accounting firm or with internal controls and governance within an Investment Bank, Broker Dealer, or a product controller
  - Build and manage the sub-functions intellectual property and create the internal tool for sharing the information
  - MBA or professional certification (i.e, Certified Public Accountant)
  - Gathering evidence of the existence and operation of the internal controls
  - Reconciling and consolidating testing evidence
  - Identifying and assessing internal control gaps in order to understand the impacts on the financial statements and partnering with the business units to help them close these gaps and by putting adequate controls in place