



# Example of Controls Analyst Job Description

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Our company is looking to fill the role of 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

- Ensure and support appropriate risk assessment across all major BIZ processes (incl
- Close work with Internal Controls team members across all sites functional business owner (FBOs) to align on appropriate risk mitigations and control executions
- Ensure appropriate documentation of all risks, control standards and controls
- Perform re-test and/or audit cycles on all identified BIZ risks to assess control design & implementation (D&I) operating effectiveness
- Support coordination of global and regional audits (PBCs, meeting schedule and attendance, follow-up, remediation, status reporting)
- Perform occasional site-visits to international and domestic locations
- Raise potential risk of control breaks to the Internal Controls Manager
- Ensure completeness of the SOX Compliance documentation within the Company's tool
- Report and coordinate with IT department for system issues, maintenance and development
- Work closely with Logistics, Distribution Center Operations, and Store Operations to ensure proper control over inventory throughout the organization

## Qualifications for controls analyst

- Supervising the OSC compliance activities of other analysts in the business segments
- Performing quality assurance activities to ensure the OSC testing methodology is being followed by permanent resources
- Providing training sessions on the methodology and tools
- Supervising the OSC compliance activities of other testers in the business segments (monitor progress of work and communicate key performance indicators on a monthly basis)
- Hold a Bachelor's degree in accounting and have a CPA designation with audit experience