



# Example of Financial Controls Job Description

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Our company is growing rapidly and is looking to fill the role of financial controls. 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 financial controls

- Complete adhoc reporting and wire payments as required
- Acting as the primary liaison between the Corporate office and regional accounting management
- Effective management/coordination of all areas that are involved in the closing process which would affect the local preparation of the reporting and/or regional office financial packages
- Ensuring all post close journal entries and SAB 99 items are properly documented and justified including tracking of the life cycle of these transactions from creation to actual recording in the local office ledgers in the subsequent quarter
- Initiating enhancements and quality improvements to ensure the closing process provides management with sufficient information to understand the key financial and business metrics
- Acting as the primary reviewer of balance sheet and income statement analytics for select reporting offices in conjunction with Sarbanes Oxley 404 and other corporate requirements
- Maintenance and tracking of internal metrics utilized by senior management to track the progress of the quarterly financial close across International
- Development of enhanced models to improve analytic deliverables from regional and reporting offices
- Development and presentation of training materials on a quarterly basis to provide updates in reporting requirements and educate personnel across the

- Development of legal entity analysis packages for Federal Reporting and investigating / providing timely responses to Federal questions

## Qualifications for financial controls

- Creation and monitoring of Quality Control reports and KPI reports for SOX Team
- Working closely with the Director, various SOX team members and executives throughout the organization
- Continually improving existing SOX processes and procedures supporting compliance for domestic business units
- Developing and executing the SOX training strategy for internal SOX resources, the overall SOX program across the organization
- Serving as key member of the SOX leadership team in the development, execution, management, and continual evolution of effectiveness of SOX compliance operations
- Working closely with the Director to develop, implement, and execute the annual SOX compliance plan