



Example of Financial Controls Job Description

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Our growing company is looking to fill the role of financial controls. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for financial controls

- Assisting with and overseeing development of the annual budget / forecast for SOX compliance, including periodic re-forecast and review with management
- Actively leading and developing a team of professionals in the execution of the annual SOX compliance plan
- Assisting with the streamlining of SOX documentation, including key internal control rationalization, across the U.S. operations
- Providing assistance and advisory services to business process owners to assist with the development of remediation actions plans, review of control design effectiveness, and impact assessment of anticipated organizational changes
- Coordinating and managing interactions with internal and external audit representatives and the financial controls unit at the consolidated level
- Providing thought leadership and expertise to the senior management team
- Manage all Company's foreign and statutory audit filings
- Act as liaison between internal audit, management and external audit
- Design and execute tests of operating effectiveness for key internal controls over financial reporting
- Manage consultant resources, ensuring strong documentation is maintained to support testing and completes testing within the established timeline

Qualifications for financial controls

- Perform walkthroughs of key processes and controls to assess the design of key controls over financial reporting
- Assess control design impacts resulting from process changes and transformation initiatives
- Identify, evaluate and document issues
- Ensure control gaps are understood by process owners
- Knowledge of financial analysis principles
- Fully support the WIP Analysis on the S92 program