



Example of Internal Control Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of internal control analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for internal control analyst

- Preparation of quarterly certification materials for various Divisions' Certifications and Firmwide Review Committee
- Partner with other firm risk and control disciplines (e.g., Internal Audit, Operational Risk, Fed Reporting, CCAR)
- Work with key project managers throughout the firm to identify changes to risks/controls and ensure organizational changes are accurately reported as they relate to quarterly certification
- Training new assessors and certifiers
- Overall project management of the quarterly assessment and certification process which involves a high level of communication and coordination with individuals across the firm
- Assist in the development of strategic ICRA tools and convergence reports
- Support production of ICRA automated reporting and dashboards
- Liaison with regulators during exams and determine impact of any findings to the firm's internal controls over financial reporting
- Coordination with a global team, including occasional travel to regional offices
- Assist in helping to build the technology strategy of the team, including project management

Qualifications for internal control analyst

- Position requires 4+ year's related experience, preferably in public

- Candidate typically possess 2-4 years of experience in a Sarbanes-Oxley role or a related financial services industry role including internal/external audit
- Must possess capital markets/banking experience especially related to internal controls over financial reporting
- Knowledge/experience in US GAAP/IFRS financial reporting is desired
- Experience with the project management of a risk and control self-assessment process is a plus
- Highly motivated and possess strong analytical and intellectual abilities