



Example of Internal Controls Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of internal controls analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal controls analyst

- Advise management with recommendations based on independent evaluation of the controls and processes to resolve identified control and efficiency weaknesses
- Serve as the Internal Controls Specialist for assigned Sarbanes-Oxley (SOX) business processes
- Employ professional judgment in evaluating evidence, and conclude on adequacy
- Document testing results and embed testing evidence in Excel-based spreadsheets
- Assist business stakeholders in developing remediation plans and track and monitor progress against agreed upon timelines
- Support the evaluation of un-remediated year-end Model Audit Rule (MAR) deficiencies through impact analyses and other documentation
- Displays a strong dedication to maintaining and improving the quality of service standards committed to by Trade Operations and International Business Centres (IBC)
- Perform various data analysis procedures using Computer Aided Audit Techniques (CAAT) to identify unusual activities or anomalies
- Develop standardized scripts and create test scripts to identify any compliance issues, unusual trends and activities in the areas of T&E, Procure to Pay, Revenue
- Develop scripts using tools such as in MS Access, ACL and SQL Server to enable the performance of "Real Time reviews" to ensure compliance with

Qualifications for internal controls analyst

- Expert level of knowledge of Global Compliance and Terrorist financing prevention
- Knowledge of Trade products and process (Import/Export/Documentary Collections & Standby/Guarantees)
- High level of proficiency on E-TL (Exchange Trade Line & TI (Trade Innovation) (Trade back end system and Trade Innovation)
- Knowledge of ICC600, URR525, Incoterms, Trade Product Folios
- CAMS Designation will be an added advantage
- Be proficient in extracting data from various packaged and ingrown applications and systems (including Oracle, Hyperion, Cognos, OBIEE and other systems)