



Example of Internal Controls Analyst Job Description

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Our innovative and growing company is looking to fill the role of internal controls analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for internal controls analyst

- Documents, tests, and consults on financial controls, company policies, and compliance with Generally Accepted Accounting Principles at the region or plant level
- Be involved in a multitude of special projects, business processes and organizational changes
- Monitor and record contracts and expenses to ensure all compliant
- Hold Japan Control Committee meetings to share and update the office compliance status
- Help organization accomplish its objectives
- Document internal controls
- Support new acquisitions and risk management
- Provide Sarbanes Oxley and Internal Controls updates
- Identify key risk issues and develop controls to improve standards
- Provide feedback to upper management on operational risk assessments

Qualifications for internal controls analyst

- Experience documenting and testing key controls under SOX 404 or Model Audit Rule (MAR)
- Experience with internal controls compliance and an appreciation of their impacts to financial statement accuracy and regulatory
- Welcomes challenging and "open-ended" projects, with demonstrated ability to root-cause issues and propose resolutions

- 4-6 years of relevant work experience within risk, governance, compliance, internal audit or external audit
- You must have significant experience working with control frameworks, including testing/evaluating the design and operating effectiveness of business process controls