



# Example of Internal Controls Analyst Job Description

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Our company is growing rapidly and is looking for an 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

- Support the India & South Asia Controls Committee that meets regularly to align on supporting the Business effectively, and review complex &/or high risk transactions
- Execute standardized data analysis scripts to identify compliance issues, unusual trends and activities across T&E, procure-to-pay, high risk vendors programs, and client contract management
- Perform preventative and detective controls over prepayment and high risk payments for the market
- Work with local Controllers and Operational Support teams to investigate and analyze potential anomalies, and to assess compliance with policies and procedures
- Actively work with local and regional stakeholders, to address issues identified, and to implement immediate and longer-term solutions
- 25% scheduled travel – domestic and international (mainly international)
- Create flowcharts
- Maintain and administer the Company's SOX assessment tool
- Audits and tests controls to ensure that they are performed as required and is in accordance with test scripts/control objectives and within budgeted time allowed
- Operating effectiveness of key controls at interim, year-end and remediation

## Qualifications for internal controls analyst

- Experience with financial IT systems scoping, solid understanding of the ITGC domains, related deficiencies and impact on financial reporting
- Experience of testing of ITGCs, system configurable controls, IT reports, system-generated reports, as part of the financial audit of an SEC registrant
- 2+ years of experience evaluating internal controls in either an audit role within a CPA firm, consulting firm or a corporate internal audit/SOX role
- MS Office applications, Access and Front Page
- Knowledge of book-keeping