



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. 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 controls analyst

- Partner with Internal Audit-IT, Information Technology, business owners and
- Ensure that existing Policies & Procedures are current and up-to date
- Provide appropriate level of cooperation to internal (Corporate Audit) and external auditors in the execution of their reviews
- Deliver training programs to ensure that the Company understands, implements and complies with the requirements of both controls best practices and regulatory requirements
- Prepare and submit monthly, quarterly and annual reports as required by and requested by management
- Lead the annual budgeting and monthly forecasting process
- Manage SOX and internal control reviews
- Participate in the month-end closing process including journal entries, financial statement review and corporate reporting requirements preparation
- Perform variance analysis on overhead expense
- Ensure timely and accurate account reconciliations and financial reporting

Qualifications for internal controls analyst

- Fluent in Japanese and English in both Written and spoken
- 5 or more years of experience as per job description, or otherwise in audit as part of financial statements audit of an SEC registrant, at least 3 years of Big-4 (or similar) experience preferred

- Experience of testing of business process controls as part of the financial audit of an SEC registrant
- Minimum of four years of relevant experience in internal controls or internal audit
- CPA (preferred), CFE, CISA, CIA or working towards a relevant certification is a plus