



Example of Internal Controls Manager Job Description

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Our company is looking for an internal controls manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal controls manager

- Timely coordination of the local Control Self-Assessment (CSA) process with all respective owners, identification of possible improvements and gaps closing
- Collaborate with global IT leadership to ensure that adequate internal controls are designed and documented to comply with SOX 404 and company-wide requirements
- Help develop and maintain the ITGC Internal Controls / SOX compliance framework that ensures the effort is efficient and effective for the area of responsibility
- Lead and Manage the Global Internal Controls / SOX Compliance office in the annual ITGC SOX risk assessments and scoping model by collaborating with the appropriate IT leaders, internal audit assessments and external auditors
- Manage the periodic QA of IT internal control work and make suggestions on how to improve consistency our overall approach to delivery
- Support a strong risk and control environment by playing an advisory role in the business
- Facilitate the implementation of corporate risk management policies and standards with business partners to ensure compliance on an ongoing basis
- Manage all compliance and business audits (external and internal)
- Assist the business in the design of effective and robust remediation plans to respond to audits, compliance reviews, operational risk incidents, Effective challenge plans to ensure that control gaps are effectively closed in a timely manner

the summarization of deficiencies and plans for remediation

Qualifications for internal controls manager

- At least 7-9 years of work experience, including 5+ years of experience with SOX
- Manage the planning, execution, and quality of Risk and Control Self Assessment (RCSA) program for CCB – Controllers, inclusive of planning and testing that supports the CCB-Mortgage Banking Finance RCSA and CCB Sarbanes Oxley (SOX) control programs
- 3+ year's public accounting experience, and or 3+ year's public/private experience
- Knowledge of SOX and exposure to current IT technologies
- BA/BS degree required and Master's Degree preferred (coursework in areas of study, including but not limited to decision information sciences, computer science, computer engineering, management information systems, business, accounting, or finance)
- 12+ years of related internal control, audit or applicable work experience