



# Example of Risk & Control Analyst Job Description

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

## Responsibilities for risk & control analyst

- Insures department methodologies, project delivery processes, and implementation management processes are followed
- Responsible for SOX related program
- Assists in various tasks as the need arises when requested by Unit Head
- Maintain test methodology and perform testing of identified key controls
- Develop creative approaches to displaying data trends, results of analyses, to effectively communicate with varied reviewers such as ACL managers, line-of-business managers, oversight committees, the Board, regulators, and internal / external auditors
- Support responses to requests of information, documentation, required by internal / external auditors and regulators
- Provide daily ACS service monitoring , incidents reporting, organizing incidents resolution
- Manage the relationship between various Audit groups (Internal Audit, External Auditors) and the relevant operation's team under review
- Work on inter-departmental projects (IT system modifications/enhancements, management reporting and process design, Accounting reconciliation)
- This position has the ability to independently assess routine non-routine control issues and determine if and when to escalate to management, appropriate legal counsel and/or business unit personnel

## Qualifications for risk & control analyst

- Operating vulnerability assessment tools, including network scanner and host-based network scanners
- Extensive knowledge and experience in IT Security and Information Security (both technical and organizational requirements)
- Proficient in spread sheets, word processing and database software and/or business systems (Word, Access, Excel, PowerPoint)
- Open to changes
- High degree of proficiency in Microsoft Excel, Word, Visio, Access and PowerPoint