Example of SOX Analyst Job Description

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Our company is growing rapidly and is looking for a SOX 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 SOX analyst

- Assist with the quarterly SOX certification process with business process owners, aligning with SEC reporting timelines
- Assist with the ongoing evaluation, testing, and enhancement of the SOX Program
- Manage the SOX Program application
- Provide support to the deficiency reporting and remediation process
- Assist in the review of responses to control deficiencies to validate proper classification for evaluation
- Responsible for coordinating and executing SOX related activities including maintaining an inventory of compliance related systems, evaluating and reporting on their security controls and supporting system/application remediation
- Participate in process walkthroughs of coverage areas with business units and external audit staff, including monitoring of required follow-up
- Monitor completion of remediation test plans
- Support the Financial Assurance Team through effective administration of the controls database model containing risk & control matrices, work papers, and reporting functionality
- Establish effective business relationships with all constituents of the Financial Assurance Team

Qualifications for SOX analyst

- Strong understanding of accounting and audit principles
- Ability to develop a detailed understanding of the Company's current and future the business model and underlying processes
- Working technical knowledge of US GAAP, COSO and SOx requirements
- Must be detailed oriented and have a self-motivated/proactive work style and ability to manage multiple priorities
- Proficient in desktop applications (Excel, Word, Outlook, Visio, Powerpoint, Access)