

ACCOUNT SPECIALIST - INTERNAL CONTROLS GOVERNANCE (ICG) – REF 5769 – LOS ANGELES, CA

**** MINIMUM OF 4 YRS PRIOR A/F EXPERIENCE AND MUST HAVE PASSED 1 CPA OR CMA EXAM OR HAVE COMPLETED 2 MBA OR MASTER COURSES. ****

SUMMARY

Evaluates effectiveness and efficiencies of all financial systems; Monitors emerging NAIC accounting issues related to the Model Audit Rule (MAR) to ensure the Internal Control Framework (ICF) meets regulatory requirements;

Prepares ICF Documentation and Evaluation for all in scope financial and company-level processes and coordinates the remediation of any Issues & Actions; Coordinates and oversees ICF Sustainability through, Quarterly PO Sign-Off, Process Change Impact Assessments, and Key Control & MRCA Validation efforts. This group is called Internal Control Governance (ICG).

DUTIES:

- Assists with Annual ICG Process Re-Scoping efforts based on current Financial Statements and Risk-Based assumptions
- Coordination and validation of remediated ICG Issues & Actions
- Monitors emerging external regulatory and compliance issues, such as those related to the NAIC's newly enacted MAR, and proposed changes to Internal Control Framework practices, Evaluates impact on existing in-scope process Documentation & controls Evaluation and any potential scoping changes, Recommends appropriate action and implements new/revised controls to assure compliance.
- Prepares and maintains ICG Documentation and Completes the Evaluation of Design and Operational Effectiveness for all in-scope processes related to all in-scope locations/companies.
- Coordinates and oversees the Quarterly ICG Process Owner (PO) Control Environment Sign-Off for all in-scope locations/companies. Conducts issue resolution process for all requested changes resulting from quarterly PO sign-off.
- Evaluates new, enhanced, and/or revised ICG in-scope processes to ensure proper controls are established or continue to be present, control gaps or weaknesses are identified and recommends proper controls required to meet ICG, Audit, and external regulatory guidelines.
- Prepares, assists, and coordinates audits of the Operational Effectiveness of existing Control Activities (CAs) and Managerial Review of Control Activities (MRCA) CA Validation Techniques throughout the organization.
- Provides research, development and completion of special financial projects and performs other duties/tasks as assigned.
- Promotes safety at all times and complies with safety/ergonomic standards as outlined in relevant company published manuals.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field required.
- Must have passed 1 CPA or CMA exam or have completed 2 MBA or Master Courses.
- Six Sigma Yellow Belt preferred.
- Proficiency in Excel preferred
- Candidates should have a minimum of 4 years of prior Accounting or Finance experience.]

Information Technology knowledge required
Public Accounting Experience, CPA, CIA, CMA, MBA OR CISA.
Audit or Internal Controls experience
Proficient in Excel, PowerPoint and Visio

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com