

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Compliance Analyst
EFFECTIVE DATE: March 2017
DEPARTMENT: Finance
REPORTS TO: Compliance Director

OVERALL SUMMARY: TOMY International (www.tomy.com) is a leading global designer, producer and marketer of a broad range of innovative, high-quality toys sold to preschoolers, youths and adults, as well as nursery products for mothers, infants and toddlers. TOMY offers employees a diverse work environment, competitive benefit packages and are located in Oak Brook, IL and Dyersville, IA. The company is looking for a Compliance Analyst who is well organized and a detail-oriented team player with the ability to multi-task and work independently. This position is responsible for internal control testing, documentation and compliance along with various other financial reporting responsibilities.

EDUCATION: Bachelor's degree in Finance, Accounting or equivalent

EXPERIENCE: Minimum of 2 - 3 years of previous experience in Finance, business process background, internal audit/internal control or public accounting

PRIMARY RESPONSIBILITIES:

Internal Control/Audit Related (Approximately 90% of time)

- Perform control testing to ensure effectiveness
- Help coordinate the timely and effective resolution of gaps identified during testing
- Aid in review/update of control documentation
- Help rollforward testing workpapers
- Provide assistance/input with the annual risk assessment/scoping process and periodic updates throughout the year
- Provide assistance with outside auditors over internal controls
- Provide assistance with parent company document requests and inquiries over internal control compliance process.

Misc. Compliance/Financial Reporting Responsibilities (Approximately 10% of time)

We offer a highly competitive salary and excellent benefit package. If interested and qualified, please send a resume and cover letter with salary requirements to hr@tomy.com or fax to 563-875-5658.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.