



# **HINO MOTORS MANUFACTURING U.S.A., INC.**

---

37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

**DATE:** 5/1/2017

## **JOB DESCRIPTION**

**TITLE:** Assistant Manager of SOX Compliance

**Market Title:** Internal Control Auditor

## **JOB DUTIES:**

The Assistant Manager of SOX Compliance will be responsible for assisting the SOX Audit Manager perform and manage internal auditing assignments. Work involves testing, examining, and reviewing records, reports, financial information, and management practices to ensure compliance with applicable laws and company regulations; supporting the management of the SOX testing plan; and reviewing and evaluating internal controls and ensuring ongoing compliance for financial reporting.

## **Essential Responsibilities include:**

- Supports SOX Audit Manager with J-SOX and SOX Section 404 compliance including, coordinating the remediation and closing of all identified control gaps and working with management and personnel to achieve practical compliance solutions.
- Helps perform and manage completing of all phases of SOX testing and internal audit engagements, including coordination with internal functions and personnel.
- Provides timely, efficient, and effective reporting to the SOX Audit Manager and General Counsel with the goal of minimizing risk, and continuously improving internal controls and business processes.
- Supports records and information management by providing guidance regarding appropriate record and information retention and destruction protocols, consistent with obligations imposed under audit, legal, and company policy.
- Complete special projects as assigned.

## **JOB REQUIREMENTS:**

### **Basic Qualifications:**

- Bachelor's degree in Accounting or related discipline from an accredited institution.
- 3 to 5 years of related work experience in accounting, SOX, Audit, and/or internal controls.
- Demonstrated written and oral communication skills and ability to communicate with all levels of management.

### **Other Position Criteria:**

- Knowledge of Sarbanes-Oxley requirements and COSO framework.
- Ability to build strong relationships and work cross functionally with internal and external constituents.



## **HINO MOTORS MANUFACTURING U.S.A., INC.**

---

37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

- Flexibility to appropriately anticipate and react to changes.
- Advanced Microsoft Office Skills.
- Position requires traveling up to 15% of the time.
- Position does not allow telecommuting and employee must be present in the office.

### Preferred Experience:

- Experience with a manufacturing environment an advantage.
- Public accounting experience.