

# TOMY International, Inc.

## POSITION DESCRIPTION

**JOB TITLE:** Compliance Analyst  
**EFFECTIVE DATE:** March 2020  
**DEPARTMENT:** Finance  
**REPORTS TO:** Compliance Director

**OVERALL SUMMARY:** TOMY International, Inc., a leading designer, producer and marketer of innovative, high quality toys, collectibles, and hobby and infant care products has an immediate opening for a Compliance Analyst at our Dyersville, IA location. This position is responsible for internal control testing, documentation and compliance along with various other financial reporting responsibilities. The Compliance Analyst must be well-organized, detail-oriented, enterprising and a team player, with the ability to multi-task and work independently.

**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 85% 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 15% of time)

We offer a highly competitive salary and excellent benefit package.  
If interested and qualified, send your resume to [hr@tomy.com](mailto: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.