

JOB POSTING

Job Title: SOX Compliance Senior

Department: Corporate Audit Services

Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; several websites and print publications; marketing solutions provider; home health and hospice services; manufacturing; automotive dealerships; restaurants and entertainment venues; custom framing services and consumer internet brands. Refer to the [Company website](#) for additional information.

Summary

The SOX Compliance Senior will support all departmental goals, including implementation of department strategy; assist with the development and refinement of the Company's SOX methodology; coordinate and communicate with the business units; and analyze and summarize SOX Program results for reporting to GHC Senior Management and the Company's Audit Committee. The SOX Senior will administratively report to the SOX Senior Manager for these responsibilities

Primary Functions and Essential Responsibilities

- Maintain a thorough understanding of the Sarbanes-Oxley Act Sections 404 and 302 including related changes in the laws/regulations, developments in public company practices, and Company reporting requirements.
- Maintain a thorough understanding of Company organizational goals, strategies, industry trends, products and services, corporate ethics and governance practices and processes.
- Support development of the annual consolidated SOX Program approach and scoping.
- Establish and execute annual initiatives for assigned business units related to SOX Program improvements.
- Perform ongoing monitoring of quarterly self-assessments by the business units.
- Maintain and execute internal program of quality assurance (QA) reviews of unit work product including process documentation, risk control matrices, evaluation of design and operating effectiveness/test work papers, and deficiency reporting.
- Communicate QA results and monitor progress with operating units.
- Evaluate the adequacy of steps taken by the business units to manage and remediate/close deficiencies.
- Test key entity level controls and key process/transaction level controls for GHC Corporate.
- Support consolidation and aggregation of deficiencies company-wide.
- Support coordination of efforts with GHC Corporate Audit Services on 404 approach, management's testing, and deficiency resolution.
- Support other assigned Company and/or Program wide initiatives, as needed.
- Exhibit strong analytical, critical thinking and problem-solving skills.
- Exhibit high level of integrity & dependability, and ability to work independently to meet deadlines.

Essential Skills, Abilities, and Attributes

- Bachelor's degree in accounting, finance or business administration.
- CPA required. CIA, CFE, CMA, or MBA a plus.

- 4 to 6 years of experience in positions of increasing responsibility for auditing and evaluating internal control systems. Experience in public commercial industries preferred.
- Public accounting assurance experience in a Big 4 firm required.
- Working knowledge of GAAP, COSO framework, auditing standards, risk and control issues, and SOX 404 implementation requirements.
- Advanced knowledge of Microsoft Office Suite, including analyzing data in MS Excel and developing charts/graphs.
- Outstanding interpersonal, oral/written communication and collaboration skills.

Travel: Generally 10% or less; primarily domestic US locations.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirement to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.