**Internal Auditor**

The Internal Auditor is responsible for preparing and implementing a risk-based audit plan to assess, report on, and make suggestions for improving the company’s key operational and finance activities and internal controls. Additionally, the Internal Auditor is responsible for identifying and assisting in documenting existing internal finance and disclosure controls, implementing and documenting new internal controls, and establishing an internal monitoring function to audit the company’s compliance with such internal controls.

**Internal Auditor Responsibilities:**

* Act as the primary point of contact for assigned key business processes and coordinate with control/process owners to ensure documentation supporting 52-109 requirements is updated on a timely basis.
* Actively participate in the annual planning, risk assessment and scoping of the 52-109 Audit Program.
* Design, execute and lead testing of the design and operating effectiveness of key controls identified in the 52-109 documentation.
* Track the resolution of deficiencies, the progress of activities related to the certification of controls and work closely with the process owners to identify remediation alternatives, compensating controls and areas for improvement.
* Ensure that internal controls are adapted to business needs and evolve with new technologies implemented throughout the organization.
* Assist in evaluation of new processes, policies and systems to determine relevance to and impact on the 52-109 program, including assessing design of controls based on identified risks.
* Effectively communicate and influence management on the importance of an effective control environment.
* Guide, in collaboration with the external auditors, the testing strategy for each process. Provide support to external auditors when required. Participate in discussions with external auditors on the adequacy and design of internal controls and compensating controls.
* Monitor and report on the status of remediation activities and assist in preparation of quarterly and other status updates for the CFO and Board (Audit Committee).

**Internal Auditor Requirements:**

* 5+ years of professional auditing including 52-109 or SOX experience.
* A recognized professional designation (CIA, CPA, CISA, etc.) is an asset
* Experience with 52-109/SOX in a public organization or in external audits at a Big 4 firm is an asset.
* Must have advanced 52-109 or SOX compliance experience and be knowledgeable with the following financial cycles: Record to Report, Order to Cash, Hire to Retire, Procure to Pay.
* Knowledge in accounting principles and practices including International Financial Reporting Standards (IFRS).
* Excellent verbal and written communication skills with the ability to interact effectively with all levels of management.
* Demonstrated willingness to deep dive into the details and make meaningful recommendations.
* Self-starter and flexible team player.
* Ability to work in a fast-paced environment with changing processes and procedures.
* Strong project management abilities.