

## SEARCH PROFILE

### Director, Internal Audit

#### **THE COMPANY**

Our Client is a profitable and diversified construction and industrial services company that trades on the Toronto Stock Exchange. The organization provides commercial and institutional building construction, industrial construction, industrial insulation and industrial electrical services throughout Western Canada. Our client is recognized by Commerce and Industry Magazine as a leader in Canadian contracting based on annual rankings of construction revenue.

Headquartered in Calgary, Alberta, Canada, our client has additional operating company facilities and offices in locations from Ontario to British Columbia. Our client acts as the parent company with senior management and staff guiding the overall company organization. Our client employs four hundred salaried employees, and depending on the level of project activity, up to two thousand field personnel.

Led by a dynamic CEO well known within the industry, this is a very exciting time for our client. The organization is a stable company with a well founded executive team, a strong balance sheet, plus resources to ensure it is well positioned to benefit from increased business and government spending in its Western Canadian market. The organization's vision is to be the most admired construction and industrial services company in Canada.

#### **THE POSITION**

The Director, Internal Audit ("DIA") will lead an Edmonton based team that is responsible for researching, developing, and executing a risk based, value added audit plan. The DIA is also responsible for performing an annual risk assessment. Reporting to the Chief Financial Officer, with accountability to the Audit Committee, the DIA will ensure the risks of the business are mitigated while meeting all compliance requirements.

Due to a recent acquisition and integration, the role of the DIA will initially oversee the uniform implementation of National Instrument 52-109, Certification of Disclosure in Issuers' Annual and Interim Filings (commonly known as "CSOX"). All matters relating to compliance with the interim and annual certification are within the responsibility of the DIA. Furthermore, the DIA will make recommendations for changes to lessen the organizational risk and implement the appropriate follow-up procedures to ensure appropriate progress is being made on the recommendations.

In this key leadership role, the DIA will develop and lead the team to provide value added, pragmatic business solutions to all key areas of the business including finance, operations, systems, and other disciplines. This position will supervise and lead a team of two to three internal auditors.

#### ***Specific Responsibilities:***

- *CSOX Deliverables*
- Ensuring compliance with Sarbanes-Oxley Act requirements, including staying abreast of new legislation and regulatory requirements, and communicating their impact on the company to management.
- Applying the COSO framework to system of Internal Controls over Financial Reporting and Disclosure Controls and procedures.
- Designing, testing and performing ongoing assessments of the Internal Controls over Financial Reporting as well as Disclosure Controls and Procedures. This assessment is to be drawn from analysis of design of the control framework and operational testing of those controls. The scope of the assessment encompasses our client, the three existing operating companies and any acquired operations.
- Reporting and analyzing the results of the assessment of design and operational effectiveness to the CSOX Steering Committee and the CFO.
- Identifying opportunities to improve the internal controls throughout the company and assisting management to develop an action plan to improve deficiencies identified through the CSOX program.

- *Internal Audit Deliverables*

- Conducting a risk assessment process across all aspects of the Corporation's financial, information technology, security, and operations processes.
- Developing an annual audit program reflecting the risk assessment, as approved by the Audit Committee of the Board of Directors.
- Conducting internal audits in accordance with the Internal Audit Charter, as approved by the Audit Committee.
- Reporting and discussing the internal audit findings and recommendations with both management and the Audit Committee.
- Following up on previous internal audits, determining the status of recommendations, reporting on such, and reassessing risk as necessary.
- Analyzing control systems design and effectiveness, and recommending improvements.
- Liaising with external auditors to ensure effective relationships and disclosure of risk assessments to aide in the conduct of the external audit.
- Hiring, training and retaining competent internal audit staff and/or resources to perform the audit plan.
- Applying the Institute of Internal Auditors Professional Practice Framework, commonly referred to as the "standards", to the performance of any audits.

- *Special project involvement*

- Participating in various ad-hoc projects on a regular basis.
- Providing independent, valuable suggestions to address the situation.

## **THE INDIVIDUAL**

Given the leading role this individual will be expected to play in achieving the strategic objectives of the Corporation, it is essential that the successful candidate possess the following core competencies, experience and attributes:

### *Education*

- Recognized Canadian professional accounting designation, Chartered Accountant preferred; accreditations such as certified internal auditor (CIA) or certified information systems auditor (CISA) are strongly recommended.

### *Experience*

- Strong knowledge of internal control and risk management principles gained through significant financial, operations and systems audit experience, experience with, and an aptitude for preparing audit programs, risk assessments, and documenting and evaluating internal controls and knowledge of the COSO and/or COBIT frameworks.
- Detailed working knowledge of the Institute of Internal Auditors Standards and Practices, and CSOX (National Instrument 52-109).
- Experience with ERP systems (preferably SAP).
- Seven years' experience in auditing/internal auditing.
- Demonstrated initiative, autonomy, adaptability, and sound judgment.

### *Competencies & Attributes*

- Excellent written and verbal communication skills.
- Ability to foster a cooperative, results oriented work environment while working with multiple stakeholders.
- An ambitious team player who demonstrates humility, progressive formal and informal leadership skills and an entrepreneurial, roll-up-the-sleeves attitude toward work.
- Able to motivate teams to produce quality solutions within tight timeframes and simultaneously manage several projects.
- Able to participate in and facilitate group meetings.
- Resiliency and the ability to maintain a sense of humor and a collaborative approach during tight timeframes or challenging situations.

- A self-starter with a results oriented work style and strong communication and interpersonal skills.

**ATTRACTIONS**

- A growth oriented organization truly striving “to be the most admired construction and industrial services company in Canada.”
- The opportunity to join a small, dynamic, skilled, corporate leadership team that is “busy creating value” and committed to the vision, mission, strategy and core values through high performance teamwork.
- An entrepreneurial culture where initiative, decisiveness and an action/results orientation is valued and recognized.
- An opportunity to showcase leadership and negotiating skills by developing staff, providing business solutions, and interacting with employees, managers and executives in all areas of the organization.

**LOCATION**

Edmonton, Alberta

**FOR MORE INFORMATION, PLEASE CALL (403) 261-8080 FOR:  
SEAN MCLEAN (Ext. 343)**

**CONROY ROSS PARTNERS LIMITED**

**Calgary**

**830 Bow Valley Square 3  
255 – 5<sup>th</sup> Avenue S.W.  
Calgary, Alberta, Canada T2P 3G6  
Phone: 403-261-8080 Fax: 403-261-8085**

**Edmonton**

**1650 Canadian Western Bank Place  
10303 Jasper Avenue  
Edmonton, Alberta, Canada T5J 3N6  
Phone: 780-432-5490 Fax: 780-432-5936**

**Regina**

**#403, 1853 Hamilton Street  
Regina, Saskatchewan  
S4P 2C1  
Phone: 306-949-8875**

**E-mail: [mail@conroyross.com](mailto:mail@conroyross.com)**

**For additional opportunities, please visit our Website at [www.conroyross.com](http://www.conroyross.com)**