



## **JOB DESCRIPTION – ASSOCIATE, RISK & COMPLIANCE SERVICES (IT)**

Reports to: Manager, Director and/or Partner

### **About Invictus Accounting Group LLP**

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We are not your typical CPA firm.

Located in the heart of downtown Vancouver, our 70 plus team members provide consulting, accounting and tax advisory for publicly listed and privately held companies. We are creative problem solvers, strategic thinkers, and love what we do. Our team members provide industry-like services (such as Controller, Director of Finance, Director of Internal Audit, CFO) while benefitting from client variety, camaraderie, and professional atmosphere of public practice. We focus on providing top-tier advisory services, and we have built strong relationships with our clients and both national and mid-tier audit firms.

Committed to balance, Invictus' work environment ensures flexibility and family are as important as professionalism and premier service. To accomplish this we developed a proprietary "Great Eight" methodology and training system which teaches our team members to consistently have highly effective and balanced eight-hour workdays (and it works!). Our diverse and challenging work, as well as fun, team-oriented atmosphere are just a couple of the reasons we have very low employee turnover, and a rapidly growing team.

### **Job Overview**

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As part of Invictus' advisory team, this is an exciting opportunity to lead project-based and recurring advisory projects for a diverse client base. The Associate, Risk & Compliance Services (IT) (the "Associate") is part of an advisory team that helps create value through delivering responsive, practical, high quality internal control compliance and advisory services to our clients. The Associate is involved in all aspects of client engagements based on the specific nature of the work to which the Firm has been engaged, including carrying out IT general controls audits, testing automated controls embedded in financial applications, assessing the governance, risks, and controls of client IT environments, assisting clients with remediation activities, and executing other ad-hoc IT risk advisory projects. The associate also provides daily technical support and assistance with maintenance and troubleshooting, installation, setup and management of equipment and software programs.

### **Key Accountabilities and Responsibilities**

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**Project Responsibility:** As a member of the advisory team, contributes to advisory projects, including the development of project plans, execution of projects, and participating in communications with clients and auditors. Examples of some duties include documenting the details of client IT environments, testing IT general controls and automated application controls and drafting related working papers, preparing risk and controls matrices, documenting deficiencies, and preparing reports and other client deliverables as required. The ideal candidate exercises strong project management skills to ensure all projects are completed on target.

**Service Orientation:** Establishes professional relationships with client personnel, building trust in our advisory capacity with them. Maintains a strong service orientation, ensuring open and effective communication with clients. As part of client engagements, provides value-added, practical and pragmatic recommendations and improvement strategies.

**Quality Assurance:** Ensures maintenance of high standards and quality of advisory projects through the preparation of deliverables (working papers through to final deliverables).

**Team Development:** Contributes to the team-based office culture, promoting open and transparent communication with all team members and assisting other members of the firm as needed on various work within a diversity of client engagements.

### **Education and Professional Skillset Requirements**

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**Education:** A Bachelor's degree in Information Systems or Computer Science (or equivalent), with the intention to pursue the CISA designation.

**Language:** Ability to communicate clearly and effectively, both orally and in writing, in English. Fluency in Spanish or French is considered an asset.

**Technical Expertise:** Basic knowledge of information systems, application security, networking concepts, and IT infrastructure is required. Experience auditing or working with financial systems such as SAGE300, SAP, Microsoft Dynamics, etc. is considered an asset. Understanding of cloud, and hybrid-cloud environments is considered an asset. An interest in IT governance, cyber security, IT resiliency, and systems implementation is suggested. Proficiency in Microsoft 365 applications.

**Project Management:** Ability to manage multiple tasks and meet project deadlines. Strong adaptability and problem-solving skills. Excellent organizational skills with an ability to thrive in a fast-paced, dynamic work environment. Strong analytical skills with careful attention to detail and accuracy.

**Style:** Collaborative, team-oriented, high-energy, self-motivated, smart, performance driven, multi-tasker, confident. A strong commitment to professional and client service excellence. Contributes to a fun, social and successful work environment.

### **Compensation**

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Invictus offers industry-competitive salaries, annual bonus opportunities, paid vacation and sick time, a health savings account, and professional development opportunities. Invictus is dedicated to helping all employees achieve work-life balance, valuing family and flexibility equally with professionalism and premier service.

### **To Apply**

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Please submit your resume when applying on LinkedIn.