Invictus
Chartered Professional Accountants

JOB DESCRIPTION – INTERNAL AUDIT PROJECT MANAGER

Reports to: Principal and/or Partner

Salary range: $90,000 - $140,000

About Invictus Accounting Group LLP

We are not your typical CPA firm.

Located in the heart of downtown Vancouver, our 95 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

As part of Invictus' Risk and Compliance advisory team, this is an exciting opportunity to lead risk-based advisory projects for a diverse client base. The Internal Audit Project Manager (the "**Manager**") is part of an advisory team that helps create value through governance, risk management and compliance services. The Manager will be responsible to plan, execute, and report on projects including audits of internal controls over financial reporting, compliance reviews and other advisory projects.

Key Accountabilities and Responsibilities

Management Responsibility: As a member of the Risk and Compliance team, the manager plans, organizes, directs, and evaluates risk, compliance, and audit advisory engagements. Leads the development of engagement plans, oversees project execution, manages budgets and resources, and ensures projects are delivered on time, within scope, and in accordance with professional standards. Provides strategic guidance and subject matter expertise to clients and project teams.

Service Orientation: Establishes and maintains strong client relationships by understanding business needs and serving as a trusted advisor. Develops action plans, responds to client requirements with practical and value-added solutions, and supports project teams in delivering high-quality advisory services. Represents the firm professionally within client organizations and external business networks.

Quality Assurance: Develops, implements, and oversees service quality standards, policies, and procedures for audit advisory and compliance engagements. Directs and advises team members on quality assurance methodologies, reviews engagement deliverables, and ensures consistent delivery of high-quality client service and reporting.

Staff Management & Development: Leads the recruitment, training, supervision, mentorship, and performance management of team members. Provides guidance and support on technical and administrative matters, fosters a collaborative and transparent team culture, and supports the ongoing professional development of staff to strengthen engagement delivery and service excellence.

Education and Professional Skillset Requirements

Experience: Minimum ten years of progressively responsible experience in consulting, auditing, risk management, compliance, or advisory services, gained in public practice, professional services, or with a publicly traded organization. Experience leading client engagements, managing project teams, and overseeing service delivery is required. Experience in any of the following areas is preferred: (i) internal audit; (ii) external audit; (iii) information systems auditing; (iv) risk management and compliance.

Education: Bachelor's degree in Accounting, Business Administration, Commerce, Finance, or a related field. A Chartered Professional Accountant (CPA) designation is required. A Certified Information Systems Auditor (CISA) and/or Certified Internal Auditor (CIA) designation is considered an asset.

Technical Expertise: Expertise in risk-based auditing methodologies, risk assessment, internal controls, governance, and compliance frameworks. Strong understanding of Sarbanes-Oxley (SOX) Section 404 and National Instrument 52-109. Demonstrated ability to assess the design and operating effectiveness of policies, processes, procedures, controls, and standards, and to develop practical recommendations and action plans to address identified risks and control gaps.

Project Management: Strong project management and leadership experience, including the ability to plan, organize, direct, and evaluate multiple client engagements concurrently. Experience managing project budgets, resources, timelines, deliverables, and professional staff.

Style: Collaborative, team-oriented, high-energy, self-motivated, and results-driven. Demonstrated commitment to client service excellence, continuous improvement, and building strong relationships with clients and colleagues. Ability to thrive in a fast-paced professional services environment while contributing to a positive and inclusive team culture.

Language: Excellent verbal and written communication skills in English. Ability to communicate complex technical concepts clearly and effectively to clients, stakeholders, and project teams. Proficiency in French and/or Spanish is considered an asset.

Compensation

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

Please submit your resume when applying to jobs@invictusaccounting.com.