



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Internal Auditor
Department/Division	Internal Audit/Finance
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

Reporting to the Manager, Internal Audit Department, the Internal Auditor will support the risk management program to ensure the compliance with regulatory requirements, policies and procedures, and the adherence to accounting standards. As a trusted advisor, the Internal Auditor will maintain a focus on customer service and risk mitigation for Member Co-operatives, Arctic Co-operatives Development Fund, Arctic Co-operatives Limited and its subsidiaries. The primary role of Internal Audit is to provide assurance to management at all levels and the Board of Directors that assets and operations are being effectively managed and controlled. Internal Audit evaluates and reports on the adequacy and effectiveness of the system of internal controls designed and implemented by management. Internal audit also provides forensic audit support to fraud investigations.

Duties and Responsibilities

- Responsible for planning and coordinating of assigned fieldwork, report writing, and concluding the audit engagement;
- Conduct verifications of internal controls of ACDF, Arctic Co-operatives Limited, its subsidiaries, and Member Co-operatives, and provide recommendations for improvement of internal control weaknesses;
- Recommend guidelines for policies and procedures which are in line with prudent business and financial practices;
- Assist in the performance of forensic audits, as circumstances require related to any bonding claims

or insurance loss claims, and fraud investigations;

- Ensure transactions at Member Co-operatives and Arctic Co-operatives are in compliance with established policies and procedures;
- Assist in the Development audit programs such that all high risk functional areas of the entities (ACDF, Arctic Co-operatives, its Subsidiaries and Member Co-ops) are subject to an audit, with the frequency of audits dependent upon relative risk and importance to the Arctic Co-ops system, as identified by the Manager, Internal Audit;
- Conduct the audit programs identified above in a timely and professional manner;
- Assess compliance with relevant legislation;
- Assist in the preparation of the report to the Audit Committee and management on the adequacy of internal controls, and make recommendations regarding the strengthening of internal controls, the reduction of financial risk, and process improvements;
- Report all findings and recommendations to management, the Chief Executive Officer, and the Audit Committee;
- Assist in the monitoring of management's progress against the action plans identified to address the risk mitigation recommendations from internal and external audits, and provide regular updates to the Audit Committee;
- Develop and maintain extensive knowledge of the business of the Co-ops and the environment and the market in which they operate;
- Remain informed through continuing education of new trends and developments in areas of accounting, auditing, and information technology;
- Assist the Audit Committee in the achievement of its mandate;
- Respond to special requests and projects from time to time, at the direction of the CEO, the CFO, the Manager, Internal Audit, the Audit Committee, or the Board of Directors;
- Other duties as assigned.

Qualifications

- Post secondary degree/diploma or professional designation in business, finance, audit, accounting or related field or an equivalent combination of education and work experience
- CPA designation (CMA,CGA,CA)
- Preference will be given to those with an audit designation (CIA)
- Minimum of two years of Internal Audit and/or Forensic Audit experience
- Retail business experience or performing audit functions in a retail environment is preferred
- Solid understanding of risk management, governance and control processes
- Solid understanding of the issues faced in the retail and hospitality business, including, but not limited to governance, legislative requirements and responsibilities, etc.
- Ability to travel to the Arctic as required
- Excellent computer skills (MS Office – Word & Excel, PowerPoint, Accounting packages, etc.)
- Excellent analytical skills with strong attention to detail
- Excellent interpersonal skills
- A high level of integrity, confidentiality, and accountability
- Excellent communication skills (verbal & written)
- Able to identify key issues; think creatively; and strategically overcome challenges or obstacles including the prioritization of skills necessary to use time effectively and set action plans to achieve targets

- Perform well under pressure in a fast paced work environment with often changing and multiple priorities
- A clear and solid understanding of lending policies and procedures as well as operational issues faced by the organization demonstrated through sound analytical thinking, planning, prioritization, and execution skills
- A well-defined sense of diplomacy, including negotiation, delegation, conflict resolution, and people management skills including the ability to motivate, inspire, and provide and accept feedback to and from employees
- Ability to interpret and implement policy and procedure with a strong focus on risk management
- Proven commitment to personal growth and development

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

