

JOB PROFILE


JOB TITLE:	Internal Controls Analyst – Co-op Position
DEPARTMENT:	Internal Controls
SECTION:	Finance
LOCATION:	Corporate Ontario

PROFILED BY:		DATE:	July 2021
REASON FOR UPDATE:		VERSION #:	1

TYPE OF JOB:	Contract	4 months
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ORGANISATIONAL STRUCTURE:	
This position reports to:	Sarah Varaschin, Internal Controls Manager
Manager-once-removed:	Anna Ladd-Kruger, CFO
Direct reports into this position:	None
Direct span of control (no. of people):	N/A

SIGN OFF AND APPROVAL

Reviewed by:	Sarah Varaschin	Date:	July 28, 2021
Approved by:	 Anna Ladd-Kruger CFO	Date:	August 5/2021
Employee signature:		Date:	

This job description reflects an assignment of essential responsibilities and accountabilities. Nothing in this job profile restricts management's rights to assign or reassign duties and responsibilities to or from this job at any time.

ROLES AND RESPONSIBILITIES

CORE PURPOSE OF THIS POSITION:		
Assist the Internal Controls Manager with the development of required internal control procedures and documentation.		
KEY PERFORMANCE AREA	CORE RESPONSIBILITIES	MEASURES OF SUCCESS
1. PEOPLE	<ul style="list-style-type: none"> Work closely with corporate and site finance teams 	<ul style="list-style-type: none"> Finance team collaboration
2. ASSET OPTIMIZATION	<p>Technical</p> <ul style="list-style-type: none"> Creating and maintaining high-quality documentation of processes, including narratives and risk and control matrices (RCMs). Drafting flowcharts from written process narratives, with keen attention to the sequential and contingent relationship between steps, either independently or in collaboration with the process owners. Documenting control walkthroughs and tests of controls for the annual SOX program. Support the implementation of GRC software/tool by preparing templates and documentation for upload <p>General Administration and Controls</p> <ul style="list-style-type: none"> Carry out routine reporting and administrative duties as required Take part in staff meetings as required 	<ul style="list-style-type: none"> Documentation, flow charts and reports are correct and accurate
3. HEALTH, SAFETY & ENVIRONMENT	<ul style="list-style-type: none"> Actively support Health and Safety requirements 	<ul style="list-style-type: none"> HSE and regulatory compliance
CROSS FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> Develop and maintain respectful and productive working relationships with Corporate and site finance teams Support strong working relationships with external auditors and advisory teams 	
DISCRETIONARY WORK (NON-CORE)	<ul style="list-style-type: none"> Assist in the creation of Internal Control program documentation such as methodology Assist in preparing for the 2022 implementation of SOX software 	
DELEGATION OF AUTHORITY:	N/A	

JOB AND PERSON SPECIFICATIONS

QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> 3rd year+ University student pursuing an Accounting degree, minor in Engineering or Computer Science is an asset Previous experience in a Finance/Accounting role is an asset
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STATUTORY/LEGAL REQUIREMENTS	
WORKING CONDITIONS (select those appropriate)	<ul style="list-style-type: none"> • Remote/work-from-home position • Working at a computer for extended periods of time
KNOWLEDGE REQUIRED	<ul style="list-style-type: none"> • Strong Excel skills including IF statements, Pivot tables, vlookup • Comfortable with flowcharts and Microsoft Visio • Familiarity with the COSO framework and account-level assertions • Ability to speak Spanish is an asset
SKILLS / DEVELOPMENT (select those appropriate)	<ul style="list-style-type: none"> • Communication skills - written & spoken • Interpersonal skills • Report writing skills • Ability to think logically & problem solve • Strong time management & the ability to prioritize tasks
BEHAVIOURAL ATTRIBUTES (select those appropriate)	<ul style="list-style-type: none"> • Demonstrate a positive, can-do attitude • Attention to detail • Enthusiasm for working in a diverse and inclusive environment • Strong ethics and compliance with confidentiality • Committed to continuous improvement • Self-motivation • Able to work independently • Enjoy working collaboratively • Flexibility and adaptive to change