

# Internal Audit Coordinator

## Position Summary

Are you interested in audits and internal controls? Are you known for your sense of organization? Do you strive to improve processes and systems? Do you have a knack for putting your ideas for improvement into action? Do you also have several years of organizational experience and good writing skills? Do you enjoy learning new things and sharing new methods?

Theratechnologies is looking for someone like you. Reporting to the Vice President, Finance, you will play a key role in establishing and maintaining an internal control environment.

## Key Responsibilities

- Participate in the coordination and oversight of the 52-109/SOX compliance mandate, outsourced to an external firm
- Contribute to the planning, execution, and documentation of operational internal audit mandates
- Propose and implement recommendations for continuous improvement of controls and processes and monitor their implementation
- Actively participate in the implementation of the Enterprise Resource Planning system (ERP)
- Participate in various risk management mandates
- Contribute to various corporate special projects such as process improvement or redesign and implementation of new systems
- Help manage the company's commercial insurance portfolio
- Assist in the accounting department's month-end process
- Perform any other administrative tasks related to the position

## Qualifications Required

- Bachelor's degree in accounting with internal auditing experience
- CPA designation (an asset)
- 1 to 3 years of experience in a similar role
- Proficiency with Microsoft Office suite and accounting software
- Bilingual (English and French)

## Personal Qualities Specific to Position

- Impeccable organizational skills and a keen sense of initiative
- Ability to work independently; detail-oriented
- Ability to collaborate
- Sharp analytical skills
- Solid interpersonal skills and firm commitment to customer service
- Strong sense of discipline and personal integrity

## Personal Qualities for All Staff

- Ability to set goals and stay on schedule
- Ability to set priorities
- Ability to generate ideas and find solutions
- Ability to work autonomously and as part of a team
- Team spirit and a willingness to help others succeed
- Versatility and flexibility

### What Thera offers -

Flexible workplace	Group RRSP Program	Language Courses	Opus Program
Referral Program	Care Days	Spot Award Program	Stock Option Plan

