



Job Description –Associate, Advisory Services

Reports to: Manager, Principal and/or Partner

Job Overview

As part of Invictus' advisory team, this is an exciting opportunity to be involved in project-based and recurring advisory projects for a diverse client base. The Associate, Advisory Services (the “**Associate**”) is part of an advisory team that helps create value through delivering responsive, practical, high quality financial reporting, internal control compliance and advisory services to our clients. The Associate will be responsible to execute on projects including quarterly public company financial reporting, assisting private companies listing on Canadian stock exchanges, financial planning and analysis, internal controls over financial reporting compliance and other diverse advisory projects.

Key Accountabilities and Responsibilities

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 client CEOs, CFOs, controllers, and auditors. 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 financial statements, MD&As, budgets, etc.).

Team Development: Contributes to the team-based office culture, promoting open and transparent communication with all team members.

Education and Professional Skillset Requirements

Education: A Bachelor's degree in Business Administration or Accounting (or equivalent), with an intention to pursue the CPA 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: General knowledge of basic accounting and financial principles. Proficiency in Microsoft Excel and Word, and general knowledge of common accounting software (QuickBooks and/or SAGE).

Project Management: Ability to manage multiple tasks and meet project deadlines.

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.

To apply, please submit your resume, cover letter and transcript to: careers@invictusaccounting.com