Position Summary

The Cooper Companies is in search of an Internal Audit Manager to support the Internal Audit Department of a publicly traded international corporation that supplies and services the specialty healthcare industry. This position reports to the Senior Director of Internal Audit and is primarily responsible for the execution of assigned components of The Cooper Companies’ internal audit program, which includes support for the CooperVision and CooperSurgical lines of business. Internal Audit Manager provides management and the Audit Committee with objective analyses, observations and recommendations developed in conjunction with the Internal Audit Department's review of the accounting, financial, compliance, contractual and other operational activities.

Office Location: Victor, NY

Essential Job Functions

- Supervises and performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence. Ensures documentation of processes and procedures are in accordance with professional standards.
- Conducts interviews, reviews documents, develops and administer surveys, reviews and prepares working papers and composes formal audit reports.
- Understands the key components of risk within the business and ensures that these areas are reviewed and tested as appropriate.
- Liaises with both the internal audit cosource partner and the external auditor to ensure effective coordination and collaboration.
- Establishes and maintains effective relationships with management so that Internal Audit is seen as a trusted advisor to the business.
- Effectively communicates with management, co-source partner, external auditor and the various operations. Ensures key findings and risks are communicated in a timely and effective manner.
- Willingness to participate in special projects and assignments as necessary.
- Demonstrates and applies strong project management skills, teamwork, and responsibility with internal audit team members, external auditors and audit client.
- Uses current technology and tools to enhance the effectiveness of deliverables and services.
- Provides quality and value added audit services while maintaining independence and objectivity.
- Understands and adheres to IIA professional auditing standards, where appropriate.

Position Qualifications

EDUCATION:
- Bachelor Degree in Accounting, Business or related field.
- CPA or Chartered Accountant and / or CIA designation preferred.

EXPERIENCE:
- Minimum of 7 years’ experience in a position managing and performing internal audits and/or related functions with Big 4 or similar CPA firm.
KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of US GAAP, SEC, and PCAOB reporting requirements.
- Highly proficient in Microsoft Office Products, including Word, Excel, PowerPoint and Outlook.
- Excellent listening, verbal, written and presentation skills with the ability to communicate with all levels of management.
- Strong technical internal audit skills, with hands on internal audit experience directing financial and operational audits, and evaluating internal controls.
- Advanced knowledge of SOX 404, with hands on experience overseeing full cycle Sarbanes-Oxley projects and implementing requirements under Section 404.
- Experience leading audit teams with a strong focus on execution and team development.
- Familiarity with major business processes including those related to manufacturing.
- Comfort driving change and process improvements.
- Ability to interact comfortably with management.
- Ability to build strong relationships with auditees.
- Ability to quickly assimilate relevant information in unfamiliar situations.
- Superior analytical and critical thinking skills.
- Strong influencing and negotiating skills.
- Passion for continual improvement.
- Sound judgment and the highest integrity.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions. Works environment includes: ADA compliant building, workstation in a well-lighted, air-conditioned office, computer, printer and fax supplied by The Cooper Companies. The noise level in the work environment is usually low.

Physical Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of these jobs, the employee is frequently required to stand, sit, and use hands for coordination, handling, or feeling. The employee must be able to use the telephone, operate a computer keyboard, copier, and fax. The employee must hear at a level to hear normal conversations, and have the visual ability to read the computer screen and documents. May be required to lift boxes weighing between 10-30 pounds. Ability to move about to make copies and distribute materials required. Travel required 25 – 30% including International Travel.
Summation

This job description is to be used as a guide for accomplishing company and department objectives, and covers only the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.

Company Overview

The Cooper Companies, Inc. (“Cooper”) is a global medical device company publicly traded on the NYSE Euronext (NYSE:COO). Cooper is dedicated to being A Quality of Life Company™ with a focus on delivering shareholder value.

Cooper operates through two business units, CooperVision (CVI) and CooperSurgical (CSI). CooperVision brings a refreshing perspective on vision care with a commitment to crafting a wide range of high-quality products for contact lens wearers and providing focused practitioner support. CooperSurgical focuses on supplying women’s health clinicians with market-leading products and treatment options to improve the delivery of healthcare to women.

Headquartered in Pleasanton, CA, Cooper has approximately 9,000 employees with products sold in over 100 countries. For more information please visit www.coopercos.com.

The Internal Audit Department operates out of our Victor, NY CooperVision offices.

The Cooper Companies offers a competitive benefits package and salary commensurate with experience. We support a culture of health and wellness, and are consistently recognized for our wide range of work/life benefits, including a complementary onsite fitness facility.

The Cooper Companies, Inc. is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process please call Human Resources.

Please send resume and cover letter to: careers@cooperco.com.