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**Asset Protection/Records Management Specialist (175525-** - (Loveland, Colorado, West United States, USA)

**Company:** Agrium Wholesale  
Apply below

**Open Til:** 16-Feb-12

**Industry Sector:** Agribusiness

**Industry Type:** Agronomy

**Career Type:** Financial Services

**Job Type:** Full Time

**Minimum Years Experience Required:** 2

**Salary:** Negotiable

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Agrium is driven by growth, whether it is to improve the performance of crops that feed the world responsibly, grow our business, our market share or our earnings. Headquartered in Calgary, Alberta, Agrium is one of the world's largest nutrient and fertilizer producers with net sales of almost \$10-billion over the past two years, compared to just \$2.8 billion five years ago and \$1.7 billion ten years ago. How's that for growth!

We also encourage our employees to grow within their roles as we continue to pursue new ways to make Agrium a great place to work. In 2010, we were awarded the distinction of being named one of Canada's Top 100 Employers and one of Alberta's Top 50 Employers. Come grow your career at Agrium and join our more than 11,000 employees across North and South America to help feed a growing world.

Specialist - Asset Protection and Records Management

Department: Accounting / Finance

### POSITION SUMMARY

This new position will report to the Manager of Loss Prevention.

The position will be responsible for the initial implementation and ongoing maintenance of the Company's revised Record Management Policy across North American Retail. The position will develop, implement and maintain processes to retain records in compliance with the Record Management Policy.

The position will also assist the Manager with loss prevention responsibilities such as: identifying potential for loss and developing strategies to minimize it; analyzing data to identify anomalies; conducting investigations of known or suspected theft; and formulating recommendations to remediate control weaknesses that result in loss.

### Responsibilities:

Implement the Company's revised Record Management Policy across North American Retail:

Develop, implement, and maintain processes to retain records in compliance with the Record Management Policy

Effectively communicate and provide training regarding the Record Management Policy and procedures to affected employees

Act as a resource for employees who have questions regarding the retention/management of records

Work in collaboration with the IT department, as needed, to develop tools to aid in the implementation and maintenance of the Record Management Policy requirements

Assist the Loss Prevention Manager with loss prevention responsibilities including, but not limited to:

Identify potential for loss and develop strategies to minimize it  
Help develop and utilize exception reports to monitor compliance with policies and procedures  
Analyze data to identify internal outliers which would likely be causes for less than optimal profitability  
Visit branches to verify compliance with policies and procedures  
Investigate known or suspected internal theft (e.g. analyze financial data and accounting entries, examine documents and communications, prepare summaries and analyses of documentation supporting the alleged theft, draft written investigation reports)  
Identify control weaknesses that result in loss and formulate recommendations to remediate the weaknesses

**Qualifications:**

- BS/BA Degree in Accounting or Finance. Must have an accounting or finance-based background. People with only law enforcement or legal backgrounds will not be seriously considered.
- Knowledge of standard concepts, practices, procedures and internal controls within the accounting functions
- A minimum of 3 years related experience (Internal Audit, Public Accounting, Industry)
- Strong interpersonal and communication skills - written, presentation and verbal
- Highly organized and self starting
- Ability to be detail oriented without losing sight of the overall objective
- Ability to manage a long term project from inception through completion
- Works under general supervision, yet has the ability to operate independently
- Willingness to travel within North American Retail - travel may be periodically heavy, generally around 25% or less per year.

**Additional Qualifications:**

- Knowledge of / experience with fraud and fraud investigations (e.g. fraud schemes, indicators of fraud, data analytics, analyzing documents and accounting transactions, investigation techniques) strongly desired
- Records Management or Library Science training / experience strongly desired
- Knowledge of IT systems and structures for cataloging and storing information desired
- Experience in group presentations and training strongly desired

