

Manager, Compliance & Control Risk and Compliance Department

Position Type/ Hours: This is a permanent full-time position working thirty-five (35) hours per week.

Position Description: JOIN A DYNAMIC RISK AND COMPLIANCE DEPARTMENT AND CONTRIBUTE TO BUILDING A GREAT WORK PLACE AND COMMUNITY.

You will work with our leaders in achieving the Municipality's strategic and business plans. You will have a breadth of responsibilities, interesting work, and an opportunity to influence.

- If this description fits you, we invite you to consider our opportunity for a Manager, Compliance & Control. A variety of opportunities exist, including but not limited to:
- Manage the day to day activities of the Compliance and Control branch.
- Assist in development of procedures and processes to support development of a new branch in compliance with the IAS Core Operating Principles and with the Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors (IIA).
- Assist in development and completion of the annual audit plan.
- Plan and assign audits; review and develop audit programs.
- Assess the effectiveness and efficiency of the Municipality's controls and programs.
- Responsible for periodically evaluating relevant internal control procedures to provide assurance of those procedures that are adequately designed to achieve their intended purpose, have actually been implemented, and continue to function as designed.
- Conduct audits independently or as a team member.
- Interview and interact with all levels of the organization to gather sufficient information to complete assignments.
- Provide recommendations for improving internal control weaknesses and the overall efficiency and effectiveness of financial, operational and compliance activities.
- Review analyst documentation and evaluation of internal control systems and ensure appropriateness of such and provide input and recommendations which support overall improvement of the Municipality.
- Assist in preparing periodic reports for the Mayor & Council.
- Provide back up support to the General Manager of Risk & Compliance as required.
- Assist the General Manager with quality assurance reviews and developing and implementing department objectives and strategies.
- Research and perform in-depth, high quality analysis for specific projects assigned by the General Manager. Analysis will include highly sensitive staff issues.
- Serve as a point of contact for internal / external stakeholders on a range of projects, issues & initiatives.
- Administer and assist in special projects as required.
- Represent the General Manager at Corporate Committees, meetings, as directed.
- Manage and enhance resources, and negotiate priorities.
- Coach and mentor to increase staff skills, abilities and knowledge in functional areas and build service potential.
- Ensure staff goals, objectives, performance measures and development plans are consistent with Corporate Strategic Plan.
- Work one on one with staff, including department managers and General Managers to identify, research and recommend plans and alternatives to address risk and compliance issues.
- Present recommendations to General Manager and other departments for

appropriate changes to current processes, practices, procedures, policies, guidelines or administrative directives where changes can be made to benefit operations and address internal control weaknesses.

Qualifications:

- You possess a Professional Degree (e.g. Business Administration, Commerce etc.) and experience in Internal Auditing, in addition you will possess seven (7) years of financial / controller / management experience, including two (2) years experience in an audit function. The following are desired: a recognized accounting designation (CGA, CMA, CIA); Certified Internal Auditor designation; Membership in "The Institute of Internal Auditors (IIA)".
- Some of the competencies required are:
- Demonstrated high degree of professionalism, discretion, confidentiality and independence.
- Strong interpersonal communication skills, including the ability to handle sensitive information and deal tactfully in an open and political environment with a high degree of political awareness.
- Strong critical thinking, writing and verbal skills.
- Ability to effectively communicate on a confidential basis with senior executives and managers and deal with confidential and sensitive information, including human resource issues in a professional manner and in accordance with Municipal policy.
- Ability to interpret complex policies and/or Acts.
- Ability to assess corporate issues/ requirement and offer alternative solutions to multiple audiences in an understandable format.
- Business analysis and research skills.
- Ability to work under tight time constraints and as part of a multidisciplinary professional team.
- Understanding of departmental operations in: Engineering, Emergency Services, Public Works, Community Services, Planning & Development & Corporate Services.
- Knowledge of local government issues and municipal policies and practices is an asset.
- Class five (5) Alberta drivers license.

**Pay /
Classification
Level:**

CL 15*

Salary Range:

\$122,286 (Starting Range) - \$156,488

Rates have been adjusted to reflect current market conditions

In addition to the rate of pay, we offer other attractive incentives:

-excellent training and development opportunities

-an extensive employer paid benefits plan

-home equity protection program

-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:**

09-0372

Closing Date:

Open Until Filed

Posting Type:

External

To apply: Please visit our website at www.woodbuffalo.ab.ca
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.