

# EDMONTON

## Audit Coordinator Job Number: 7078

The Office of the City Auditor, City of Edmonton reports directly to City Council and provides internal auditing services of City Programs and Agencies to ensure that the public receives value for money in all processes and activities undertaken by City departments. The Audit Coordinator will be involved in a variety of projects requiring exercise of both advisory and oversight roles. The Office of the City Auditor conducts its work in accordance with the *International Standards for the Professional Practice of Internal Auditing*. The Office of the City Auditor is committed to continuous improvement and actively promotes and investigates audit best practices. The successful candidate will be a team player and champion of internal audit.

Reporting to the City Auditor, the Audit Coordinator is responsible for:

- Project management and risk-based planning of assigned projects
- Conducting multiple, diverse projects simultaneously
- Evaluating the performance, effectiveness, and efficiency of organizations being reviewed
- Presenting project results in a clear and concise manner through written and verbal reports
- Conducting special investigations, often of a highly sensitive nature
- Investigating allegations of frauds or irregularities
- Recommending process improvement opportunities

### Qualifications:

- A university degree (or equivalent) in business, engineering, or computer science is required. Post-graduate degrees or other applicable specializations (CA, CMA, CGA, P.Eng.) are desirable
- Professional Internal Auditing Accreditation is desirable (CIA, CISA, CCSA, CGAP, CFE)
- A thorough knowledge of generally accepted accounting principles and auditing standards as they relate to both government and industry
- A working knowledge of several of the following areas is required: organizational theory, risk analysis, management concepts, finance, economics, information technology, and engineering
- Ability to work both independently with minimal supervision and on project teams is required
- Strong verbal and written communication and interpersonal skills are required
- Ability to work effectively with all levels within the City (Council, senior and middle management, unions, and staff) and with external organizations
- Demonstrated capability in morale-building and promoting teamwork is required
- Demonstrated ability in using MS Office applications (Outlook, Word, Excel and PowerPoint) is required
- Minimum of 8 years of progressively complex experience in audit, a related technical field, operational management or a combination of those experiences. An applicable postgraduate degree or certification may be considered to be equivalent to up to two years of experience
- Information Technology audit knowledge and experience would be an asset

**Note:** Applicants may be tested.

**Hours of Work:** 36.9 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

**Salary Range:** 91M, Salary Grade: PT3, \$74,591.00 - \$106,560.00 (Annually).

### General:

- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extraprovincial credentials at [www.tilma.ca](http://www.tilma.ca).

**Recruitment Consultant:** KR/MC

**Posting Date:** May 13, 2011

**Closing Date - 11:00pm on:** May 27, 2011

**Number of Openings (up to):** 1 - Permanent Full-time

**Union:** Management

**Department:** Office of the City Auditor

**Work Location(s):**

Chancery Hall, 10th Floor (283)

3 Sir Winston Churchill Square

Edmonton, T5J 2C3

City of Opportunity: City of You

THE CITY OF  
Edmonton

**Want to apply? Need more details? Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers)**

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.