

Audit Coordinator Requisition No: 3802

Classification Title: Audit Coordinator

Posted On: Aug 28, 2009

Closing Date - 11:00pm on: Sep 18, 2009

Union: Management

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

Department: Office of the City Auditor

Work Location(s) Chancery Hall, 10th Floor (283)
3 Sir Winston Churchill Square
Edmonton, T5J 2C3

Description:

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

Job Requirements:

- A university degree (or equivalent) in business, engineering, 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
- Excellence and conciseness in verbal and written communication and presentations is required
- 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

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, \$70,324.83 - \$100,463.77 (Annually).

GENERAL: The City of Edmonton thanks all applicants for their interest in this employment opportunity. Those candidates considered for the position will be contacted.

The Province of Alberta is a signatory to the federal *Agreement on Internal Trade* and the *Trade, Investment and Labour Mobility Agreement* with British Columbia. The City of Edmonton will accept extra-provincial qualifications which are accepted by Alberta regulatory authorities and legislation in accord with those Agreements. For more information, kindly contact Government of Alberta, Advanced Education and Technology with respect to trade requirements, or the Alberta professional regulatory body responsible for certification.

HUMAN RESOURCES CONSULTANT: KR/MC

GREAT PEOPLE
BUILDING A GREAT CITY



To apply now and for further details, visit www.edmonton.ca/careers

You are encouraged to apply online so that you can complete the screening questions and the Acknowledgement Statement immediately. You will still need to complete the screening questions and Acknowledgement Statement, if you apply by fax at (780) 496-8063, or mail/drop off to the Employment Centre, (Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB, T5J 2R7). And these necessary documents will be forwarded to you.