

DATE:	June 10, 2011
DEPARTMENT:	Business Controls and Risk
POSITION:	Senior Audit Analyst
REPORTING TO:	Manager, Business Controls and Risk
POSITION OVERVIEW:	<i>Reporting to the Manager, Business Controls and Risk, the Senior Audit Analyst will contribute to providing Senior Management and the Board of Directors assurance on the effectiveness of the overall control environment, and the adequacy of the associated risks being managed.</i>
PRIMARY JOB DUTIES & RESPONSIBILITIES:	<p><i>Duties include but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Participate as a team member or auditor in charge of delivery of a variety of audit projects within time budgets and deadlines, in order to evaluate the adequacy of controls, correct unsatisfactory conditions improve operations and reduce costs • Participate as a team member in the delivery of SOX testing services on behalf of management • Assist the Manager, Business Controls and Risk in planning, administration and training as required • Collaborating with stakeholders to analyze and map business processes • Creating detailed process design documents • Other duties as required
REQUIRED EXPERIENCE & SKILL SET:	<ul style="list-style-type: none"> • Strong verbal and written communication skills, including the ability to clearly present information to a variety of audiences in both formal and informal settings • Solid understanding of risk and control principles, and their applicability to typical business environments and issues • Excellent interpersonal skills and a desire to develop your organizational leadership skills • Ability to think strategically and to efficiently establish appropriate audit objectives and scope to meet client needs and expectations • Competency in internal audit, including technical knowledge & project management skills • Demonstrate an ability to collect, organize and assess information from various sources, establish facts, draw valid conclusions, and make value-added recommendations to management to correct deficiencies and encourage improvements • Bachelor’s degree in a related discipline and a professional accounting designation (CA, CMA, CGA) • Professional auditing designation (CIA, CISA, CGAP, CCSA, CISM or CFSA) desirable • Two or more years of relevant internal audit experience • Expertise in using Visio, and / or MS Access • Experience with GRC, and CAAT software would be an asset
HOW TO APPLY:	<ul style="list-style-type: none"> • Log into Penn West website (www.pennwest.com) • Move mouse pointer over “Careers” (top right corner of home page) • Click on “Current Postings (under “Careers”) • Click on “Search Jobs” (top of page) • Scroll to bottom of Search Jobs page, click on “Search” • Click on job of interest, follow instructions provided <p>Please submit your resume by no later than July 15th, 2011</p>