

EDMONTON

Senior Audit Coordinator Job Number: 6859

The City of Edmonton's Office of the City Auditor is seeking a Senior Audit Coordinator who will be responsible for planning, organizing and managing concurrent audits and special projects for all City Branches, Programs, Agencies and related organizations. As a Senior Audit Coordinator you will make recommendations and identify strategic issues that affect the entire Corporation.

As a collaborative and highly effective team player, the Senior Audit Coordinator will focus on building and maintaining stakeholder relationships while helping to ensure the public receives value for money in all processes and activities undertaken by City departments.

As the Senior Audit Coordinator you will:

- Develop and implement communication strategies that build and maintain relationships with project stakeholders
- Act as a project manager on several projects simultaneously, providing project management expertise, leadership, and quality control oversight. You will also ensure project results are being presented in a clear and concise manner
- Participate in the development of the Office of the City Auditor Annual Work Plan and assist in the development of OCA policy and procedures
- Guide, support, and mentor Audit Coordinators
- Review the work completed by team members to ensure compliance with applicable standards and guidelines. Lead the continuous improvement of the Office of the City Auditor's guidelines and procedures
- Integrate team member results into concise and understandable audit reports

For more information regarding the Office of the City Auditor, please go to:

http://www.edmonton.ca/city_government/city_organization/city-auditor.aspx

Qualifications:

- A university degree (or equivalent) in business, engineering, or computer science
- Post-graduate degrees or other applicable designations (CA, CMA, CGA, P.Eng.) are desirable
- Recognized Professional Internal Auditing Accreditation is desirable (CIA, CISA, CCSA, CGAP, CFE)
- Demonstrated 10+ 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
- Proven knowledge of generally accepted accounting principles and auditing standards as they relate to both government and industry
- A working knowledge of organizational theory, risk analysis, management concepts, finance, economics, information technology auditing, and engineering would be an asset
- Ability to work both independently with minimal supervision and on project teams is required
- Strong verbal and written communication and interpersonal skills
- Ability to work effectively with all levels within the City (Council, management, unions, and staff) and with external organizations

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: PT4, \$89,535 - \$127,904 (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 extra provincial credentials at www.tilma.ca.

Recruitment Consultant: EC/MC

Posting Date: Apr 1, 2011

Closing Date - 11:00pm on: Apr 22, 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, 3 Sir Winston Churchill Square



Want to apply? Need more details? Visit 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.