

Job Posting Preview

7059BR

Auditor

Job Posting

AUDITOR GENERAL

Halifax Regional Municipality

The Office of the Auditor General is recruiting for one full-time, permanent Auditor to join their team. Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

Reporting to the Audit Manager, as the Auditor, you will work as part of a high-performance team to apply Canadian Audit Standards and research methods to assess the organization's efficiency and effectiveness. You will assist in developing recommendations for improvement as well as preparing the final report to Regional Council,

As the Auditor you will have the opportunity significantly impact the future of municipal operations by promoting evidence-based decision making and shaping audit recommendations. This is a dynamic role that enables you to examine a diverse range of topics and program areas as the scope of the performance audit goes beyond the verification of financial controls or compliance with policies. This opportunity requires strengths in critical thinking, flexibility, and imagination to deliver innovative solutions and new ideas. In keeping with the high professional standards of the Office of the Auditor General, an Auditor will demonstrate high ethical behaviour, integrity, and professionalism.

The Office of the Auditor General is committed to supporting the successful

candidate throughout the completion of their CPA designation. Some resources include: paying for CPA courses and the CFE; flexibility with paid and unpaid study leave; continuing professional development; paying student fees.

KEY RESPONSIBILITIES

- Conducts audits in accordance with Canadian Audit Standards
- Works with the Audit Manager/Senior Auditor to develop an understanding of the processes and policies of the business unit being audited
- Under the direction of the Audit Manager, researches, documents, and analyzes information from HRM and relevant external sources
- Documents business processes and related risks for the area under audit
- Conducts planned audit procedures on increasingly complex audits
- Applies office standards to ensure quality evidence and documentation
- Monitors progress of assigned fieldwork against the plan and advises the Audit Manager of any risks completion dates
- Documents results of audit procedures
- Documents audit working papers to support conclusions in accordance with Canadian Audit Standards
- Researches potential audit topics

QUALIFICATIONS

Education & Experience

- As the successful candidate, you are a new grad or expect to graduate in the Spring of 2023 from an accredited university and are interested in pursuing your CPA designation. (Other professional audit designations may also be considered. Candidates selected for interview may be asked to provide a university transcript).
- Experience in performance, financial, or internal audit as well as experience and knowledge of the public sector, particularly municipal government, is considered an asset, but not mandatory.
- Please include a covering letter outlining why you want to pursue an audit designation and how your education and experience has prepared you for this

Technical/Job Specific Knowledge and Abilities

- Strong interpersonal skills and the ability to work cooperatively in a team environment and manage time effectively
- A commitment to excellence, great attention to detail and strong written and oral communication skills
- Proficiency with Microsoft Office products, particularly Excel
- Knowledge of SAP, and IDEA or ACL (data query tools) considered assets

Please note, those who hold a valid work permit in Canada are considered eligible to apply for this position.

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note – Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Interviews, testing, and in-person recruitment activities are being conducted in adherence with current COVID-19 Public Health protocols.

Competencies: Analytical Thinking, Risk Management, Valuing Diversity, Values & Ethics, Communication, Decision Making, and Teamwork & Cooperation.

Work Status: One permanent / full-time position available

Hours of Work: The standard work week is 8 a.m. to 4 p.m. Monday to Friday, 35 hours per week; occasional overtime may be required. Employees may also be eligible to enroll in our flexible work arrangement options (including work from home and a modified work week).

Salary: \$57,760 - \$71,310 Salary will be commensurate with education and experience, including a competitive pension and benefit package.

Work Location: 33 Alderney Drive, Dartmouth, Nova Scotia

Closing Date: Applications will be accepted until 11:59 pm on December 1, 2022.

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

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