

CITY OF HAMILTON

CITY MANAGER'S OFFICE OFFICE OF THE CITY AUDITOR — LOCATION – 50 MAIN ST E 3RD FLOOR)

SENIOR AUDITOR

SUMMARY OF DUTIES

Under the direction of the Deputy City Auditor, conducts audits, risk assessments, consulting projects and investigations of moderate to high complexity of fiscal and operational activities of departments or other agencies or in areas involving significant financial or technical considerations.

Determines the accuracy of financial records, evaluates economy, effectiveness and efficiency, ensures compliance and integrity of the internal control systems, recommends improvements and maintains documentation.

Carries out special investigations (Fraud and Waste Hotline matters) as requested by the City Auditor or Deputy City Auditor.

Provides expertise, advice in risk management, business consulting and assurance services to senior management.

Is accountable for meeting project specific objectives through effective and efficient planning. Uses a risk approach with a strong emphasis on serving the interests of the City in all audits, reviews and projects undertaken.

RESPONSIBILITIES

You will be responsible for the delivery of professional services and sound advice to meet the needs of the City Auditor and Council, as appropriate.

You will perform independent examinations and objective appraisals of the adequacy, economy, efficiency and effectiveness of financial, management and systems controls of the City for reporting to senior management and Council.

You will provide expertise, advice and consulting services to assist clients in the identification of risk and development, use and evaluation of risk management strategies and controls for current or proposed operations, processes, policies and programs.

Reporting includes professional recommendations and suggestions for continuous improvement to the City's operations.

You will also determine whether organizational units in the City are performing planning, accounting, custodial and control activities in compliance with laws and regulations, management instructions, sound business practices and applicable policies and procedures and in a manner consistent with the City of Hamilton's Mission, Vision and Values and the City's Strategic Plan.

You will handle a portfolio of assigned cases from the City's Fraud and Waste hotline and conduct assessments and fraud/waste investigations as appropriate.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Executes approved projects from the Office of the City Auditor Work Plan. Prepares working papers to document the work performed. Ensures adherence to the standards set out in the Office of the City Auditor Charter.

Conducts audits of corporate activities to determine the economy, efficiency and effectiveness of the practices and standards implemented by management to ensure achievement of corporate goals and objectives using appropriate audit techniques and professional judgment to resolve issues and recommends corrective action to be implemented by senior management.

Evaluates areas audited and identifies opportunities to mitigate the risks of financial loss, legal exposure, poor public image and disruption of service.

Utilizes appropriate risk assessment and risk management techniques and methodologies to monitor, evaluate and report risks and mitigations to senior management.

Conducts Fraud and Waste assessments and investigations. Prepares investigation plan and performs interviews and conducts analysis as needed. Investigates serious control issues such as potential fraud, theft and breach of security, as needed.

Works with all levels of management to ensure that changes and recommendations are implemented.

Investigates serious control issues such as potential fraud, theft and breach of security, as needed.

Interfaces with and supports management in evaluating operations and makes informal presentations of the results.

Performs such other duties as may be assigned, which are directly related to the normal job function.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. University degree in business or related discipline and proven knowledge of audit theory, normally attained through education in a professional designation program (CPA, CIA) or equivalent combination of education and experience.
2. Extensive, progressive audit experience preferably in a municipal environment. Advanced experience (5+ years) in professional internal and/or performance auditing.
3. Certified Fraud Examiner (CFE) designation or equivalent experience in conducting fraud and waste investigations is an asset.
4. Sound knowledge of computer operations, systems analysis and design and emerging trends in technology to work effectively in technical areas.
5. Ability to perform audits without detailed instruction and supervision, organize and follow through with plans and solve problems and develop suggestions through the application of innovative and creative thinking, analytical skills and sound reasoning.
6. Consulting and education skills to provide consulting and education services to clients, present audit findings, prepare briefing material, and provide advice on various control and risk assessment strategies and processes.
7. Thorough knowledge of generally accepted risk management frameworks, principles, techniques, practices and standards.
8. Ability to work with and retain information of a confidential nature.
9. Ability to adapt to unique or changing situations and adjust audit scope and work methods accordingly.

10. Strong interpersonal skills and a high level of communication skills, both oral and written combined with highly developed technical skills, personal integrity and professional commitment.
11. Thorough knowledge of the current suite of Microsoft productivity tools, knowledge of audit analytics software is an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PROCEDURES FOR THIS POSITION AND THE WORKPLACE

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