

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE**

**(AUDIT SERVICES DIVISION – INTERNAL AUDIT - LOCATION – 77 JAMES ST. N., SUITE 400)**

### **INTERMEDIATE INTERNAL AUDITOR**

#### **SUMMARY OF DUTIES**

Under the direction of the Director, Audit Services and the supervision of the Supervisor, Audit Services, carries out audits and assists the Supervisor or Senior Internal Auditor on audits or special assignments of a more complex nature.

Gathers pertinent information through interviews and analytical inspection and testing of documents, applies appropriate audit techniques and prepares reports of findings.

Determines the degree of adherence to corporate policies and procedures and to sound business practices.

#### **RESPONSIBILITIES**

You will perform independent examinations and objective appraisals of the adequacy, efficiency and effectiveness of financial, management and systems controls of the City for reporting to senior management and Council. 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 management instructions, 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 continually develop new internal audit skills to improve the quality of performance and results.

#### **GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Performs audit projects from the Annual Work Plan as assigned by the Supervisor with adherence to the standards for the professional practice of internal auditing issued by the Institute of Internal Auditors.

Assists the Supervisor or Senior Internal Auditor in program or corporate wide audits.

Examines processes and practices in City departments and related agencies to determine whether sound control practices and procedures have been developed and are being adhered to.

Inspects, identifies and documents systems of internal financial and operational controls through interviews, documents, questionnaires, manuals and publications.

Conducts operational audits of corporate activities to determine the efficiency and effectiveness of the practices and standards implemented by management to ensure achievement of corporate goals and objectives using appropriate audit techniques.

Prepares acceptable working papers which record and summarize data on the assigned audit.

Reports audit findings as a result of completed projects, develops conclusions and makes recommendations for the correction of unsatisfactory conditions and improvements in operations.

Works in partnership with all levels of management to ensure that changes and improvements are implemented efficiently and effectively.

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

Identifies opportunities to mitigate the risks of financial loss, legal exposure, poor public image and disruption of service.

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 thorough and proven knowledge of accounting and audit theory and practice, normally attained through education in a professional designation program (CA, CMA, CIA, CGA), or equivalent combination of education and experience.
2. Considerable audit experience related to the duties listed above.
3. Significant experience and skill in the theory and practice of project management, ability to work with very tight deadlines and multiple competing priorities.
4. A high degree of initiative and creativity in performing an assignment without detailed instruction, solving problems and developing recommendations.
5. A high level of communication skills, both verbal and written.
6. Thorough knowledge of the current suite of Microsoft productivity tools.
7. Ability to foster good inter-personal relations with various levels of personnel.
8. Ability to gather pertinent information through interviews and analytical review of documents.
9. Ability to work in a confidential manner and make objective judgements based on results of investigation.
10. Knowledge of general and government accounting/auditing principles, methods and procedures.
11. Municipal audit experience an asset.