

CITY OF HAMILTON

CITY MANAGER'S OFFICE

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

PERFORMANCE AUDITOR

SUMMARY OF DUTIES

Reporting to the Director, Audit Services, the Performance Auditor is responsible for conducting performance (value for money) audits including planning, research and fact finding, fieldwork and analysis file documentation and drafting reports for Committee and Council.

Provides value for money audit services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government services and programs.

Applies knowledge of budgeting, public administration and generally accepted governmental auditing standards.

Promotes a value-added service that consistently improves the control environment and strives to achieve operational efficiency and effectiveness.

GENERAL DUTIES

Conducts value for money (performance) audits and reviews of the City's operations and services by interpreting and applying appropriate auditing standards and developing a wide range of qualitative methods including interviews, document and records analysis, surveys, benchmarking, statistical analysis and consultation with stakeholders and applying quantitative methods to gather, analyze and interpret data and audit evidence.

Establishes program specific audit scope, objectives and criteria; time budget and reporting timelines; completes customized audit procedures developed for audit objectives; evaluates audit results; develops recommendations.

Conducts research into audit subject area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.

Monitors and evaluates operations, programs, processes and practices for quality, effectiveness and economy.

Analyzes complex management practices and City operations.

Identifies problem causes, alternative solutions and analyzes merits of solutions considering cost versus benefit, time to implement and risk and resource limitations.

Analyzes and evaluates data. May involve application of various techniques such as work sampling, break even analysis, linear programming, probability analysis, cost benefit analysis, random sampling and other similar analytical techniques.

Summarizes findings and recommendations into a draft audit report or parts thereof for review by the Director of Audit Services prior to submission to auditee, Committee and Council.

Monitors own projects and advises the Director of Audit Services as to project status and significant problem areas and recommends appropriate action and/or strategies to meet planned project objectives and audit deadlines.

Assesses and tracks the impact of the recommendations (e.g. money saved, additional revenues collected, improvement in outcomes).

Works flexibly across a range of value for money studies relating to different City departments, programs and initiatives.

Works with a minimum of supervision in a wide variety of potentially sensitive situations.

Ensures that highly sensitive and confidential material that is part of the audit is handled appropriately.

Works closely with staff and management of audited unit to obtain accurate and complete information and makes presentations to promote their understanding and acceptance of audit findings and recommendations.

Performs other duties as assigned which are directly related to the responsibilities of the position.

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. Completion of an undergraduate degree in business, public administration or related field and advanced experience (5+ years) in professional performance/value for money auditing.
2. Proficient in using information technology tools, especially Microsoft software suite including Word, Excel, PowerPoint and Outlook.
3. Requires an in-depth understanding of value for money/performance auditing concepts, methods and techniques, management theory, administrative systems, qualitative analysis and risk assessment methods acquired through education and previous related work experience.
4. Experience in performance measurement/benchmarking.
5. Strong interpersonal skills and a high level of communication skills, both oral and written, with the ability to successfully interact with a wide variety of stakeholders (internal and external).
6. Demonstrated competence in project management, audit planning, analysis and evaluation resulting in the development of recommendations to address identified deficiencies, efficiencies, cost savings, additional revenue sources, etc. through the application of innovative and creative thinking and sound reasoning.