

CITY OF HAMILTON

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

AUDIT COORDINATOR–OFFICE OF THE CITY AUDITOR

SUMMARY OF DUTIES

Reporting to the City Auditor, provides confidential administrative support on a range of administrative issues affecting the operations of the Office. Co-ordinates administrative activities within the Office. Work with a minimum of supervision on multiple activities and ensure deadlines are adhered to and established procedures followed.

Coordinator for the City of Hamilton's Fraud and Waste Hotline. Handles routine complaint intake, assessment, routine reporting and related communications and correspondence, and refers complex matters to the Deputy City Auditor and/or City Auditor.

GENERAL DUTIES

Provides confidential administrative support to the City Auditor, such as responding to enquiries and processing confidential matters.

Assumes responsibility for all routine administrative details within the Office, including timely processing of expense claims, supply orders, travel/conference/course arrangements and review of same for accuracy of descriptions, account numbers, budget tracking and availability of funds.

Prepares, composes, transcribes and proofreads correspondence, case notes and reports on a variety of matters, both confidential and routine. Prepares report graphics as requested.

Drafts replies on non-routine matters for the consideration of the City Auditor and Deputy City Auditor.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the public, and follows-up as needed.

Assists professional staff in performing data analytics and compiling statistical information.

Handles contract management administration for engaged consultants.

Maintains records for the Office of the City Auditor on attendance and vacation for staff, inputs information into PeopleSoft.

Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.

Maintains confidential and information filing systems.

Support professional audit staff in all phases of administration of the Fraud and Waste Hotline such as performing preliminary review and classification of intake received.

Prepares routine reports and compiles basic statistics for the Hotline.

Input complaints received in person and via mail into the Hotline computer application.

Run data reports as required to support audit projects.

Prepare audit effectiveness surveys using online survey tools, analyzing and summarizing outcomes.

Manages all City Auditor and Hotline related information on the Corporate intranet and www.hamilton.ca, including for example coordinating regular web content updates with the Manager and the web team.

Accountable for the information management and retention of Office of the City Auditor network drive.

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

Performs other duties as assigned with minimal supervision and direction.

QUALIFICATIONS

1. Graduate from a community college Office Executive Administration Program, or a community college Accounting two-year program combined with experience supporting an executive or approved equivalent education and experience.
2. Must have a high level of accuracy and speed in preparation of written communication.
3. Experience in preparation of reports. Graphic design skills and experience would be an asset.
4. Must be proficient in Business English, modern office practices and procedures.
5. Superior and proficient understanding of computer systems. Working knowledge of Word, Excel, Microsoft Outlook, PowerPoint, Access, and PeopleSoft.
6. A progressive approach which is focused on leveraging technology to promote process efficiencies and information in a timely, consistent and transparent manner is required.
7. Experience in a related environment would be an asset.
8. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
9. Must possess maturity, initiative, and good judgment, particularly for handling confidential and other sensitive matters.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
11. Must be able to work independently and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.

Note: As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Record & Judicial Matter (CRC) Check, at their own expense, prior to beginning work in this position.

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