

Town of Caledon

make a difference



Job Title: Specialist, Internal Audit (Permanent Full-Time)

Closing Date: May 20, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Chief Administrative Officer, this role is responsible for providing an independent and objective evaluation of the Town's operations, internal controls, and risk management processes. This position is responsible for supporting the Council approved Internal Audit work plan and perform the planning and development of the audit program and testing and reporting phases of an audit in accordance with the auditing standards. As the Specialist, Internal Audit, you will perform the following duties, including but not limited to:

- Develop, implement, and maintain comprehensive work plans for auditing activities with the Town.
- Coordinate with internal departments to ensure that audit plans are comprehensive and address key areas of risks.
- Conduct independent and objective audit engagements (i.e., compliance, financial, operational, and money for value) to assess the adequacy, effectiveness and efficiency of Town processes/programs/services
- Conduct initial assessments to determine the scope and objectives of audit activities.
- Develop audit programs and procedures that align with the Town's strategic objectives and regulatory requirements.
- Conduct and document end to end walkthroughs to assess the design effectiveness of key control activities
- Perform detailed audit procedures/tests, including conducting interviews, observing operations, conducting analytical procedures, and reviewing transactions/documents to determine whether controls are operating effectively and to identify significant control weaknesses
- Document audit findings and test results, and ensure work papers include all documentation needed to support findings and conclusions
- Prepare written audit reports that detail findings, implications, and recommendations for improvement.



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- Present audit findings to the Chief Administrative Officer, respective departments, or other relevant stakeholders
- Act as an advisor to management, providing guidance on best practices in internal control and risk management
- Ensure compliance with all applicable laws, regulations, policies, and procedures through detailed auditing activities.
- Stay current with legislative and industry changes that may impact the internal audit function or the municipality at large.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary education in accounting, finance, or a related field. A professional designation as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent is preferred. Our ideal candidate has minimum five (5) years progressive experience in governmental or public sector auditing.

The ideal candidate will have demonstrated ability to work independently. We are seeking an individual with superior interpersonal skills, with strong analytical, problem solving, and decision-making skills, along with excellent verbal and written communication skills.

The successful candidate for Specialist, Internal Audit will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 - \$106,743.45 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **May 20, 2024, 12:00PM**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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