

Job Title: Advisor, Project Control and Audit

Requisition ID: 2761

Affiliation: Exempt

Position Type: Temporary Full Time

Fixed Term Duration: Approximately ten to eleven (10 - 11) months

Number of Openings: 2

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (*subject to change*)

Department/ Branch: Financial Services, Treasury & Capital Finance

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 11/05/2024

Closing Date (dd/mm/yyyy): 19/05/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Reporting to the Manager, Treasury and Capital Finance, the Two (2) Project Control and Audit Advisors will prepare and conduct assurance and advisory audits and review a variety of services and capital projects, in accordance with the International Professional Practices Framework (IPPF) of the Institute of Internal Auditors. Incumbents are also responsible for collection, assembly, and submission of the 2020 River Break Up and 2023 Rocky River Wildfire recovery phase. Primary responsibilities of this position include:

Program Development: Assists the Project Services Manager with program service delivery with direct involvement in daily operations and administration. Researches and assists with the development and implementation of departmental strategies, tools, administrative procedures based on best practices for continuous improvement.

Departmental Advice: Acts as a departmental advisor to provide technical and functional guidance regarding policies, procedures, program implementation, and legislation to management and other staff. This advice will ensure consistent, innovative, and legislatively compliant administrative guidelines, policies, procedures, and precedents.

Service Delivery: Performs internal controls and guideline assessments associated with recovery projects. Completes recovery phase vendor audits to ensure compliance to contracts and agreements. Analyzes project cost trends and present to stakeholders in a comprehensive, complete and timely fashion, including proactive investigation of causes of variances between estimated and actual amounts and recommend solutions. Supports project closeout by identifying areas for improvement, communicating lessons learned and preparation of closeout reports. Liaises with Government of Alberta representatives regarding DRP and recovery of costs. Reconciles all reimbursement submissions to the Government of Alberta.

Recovery: The incumbent will align all daily activities with the RMWB 2020 River Break Up and the 2023 Rocky River Fire campaign plan to ensure desired outcomes are achieved. These documents outline the primary objectives of recovery: to enhance the well-being of RMWB residents; assess and remediate the environmental impacts of the wildfires; reinvigorate economic activity in the region; enable rapid, safe, efficient, and compliant rebuilding activities to address and repair wildfire damages; and, to implement mitigation measures with a view to improving resiliency.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Significant access to confidential information, proven ability to be discreet and keep all information and documentation strictly confidential is required.
- Ability to work collaboratively with diverse stakeholders, manage conflict and strong decision-making skills.
- Strong critical thinking, business analysis, research, writing and verbal skills.
- Strong financial literacy, numerical and analytical skills and understanding of cost control systems.
- Proficiency in Microsoft Office (Word, Excel, Visio, PowerPoint) and working knowledge of SAP.
- Ability to work under tight deadlines and as part of a multidisciplinary professional team.
- Knowledge of local government issues and municipal policies and practices is an asset.
- A strong commitment to the recovery of our community and a positive, results-focused attitude is required.

EDUCATION:

- A degree in Business Administration or Commerce, combined with an Accounting designation (CA, CGA, CMA) is required.
- Auditing (CIA, CISA, etc.) designation is preferred.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Three (3) years' experience in a project control or audit environment.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors and the public.

This position is not employed in a supervisory capacity. As such, the employee is not required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.**