



## **INTERNAL AUDITOR & FISCAL ANALYST**

**NATURE OF WORK:** This is a highly responsible position performing full audit cycle including risk management and control management over the City's operational effectiveness, financial reliability and compliance with applicable directives and regulations. The Internal Auditor & Fiscal Analyst will report directly to the Chief Administrative Officer, determining internal audit scope and developing annual plans. It is highly technical work requiring the incumbent to obtain, analyze and evaluate accounting documentation, reports, data, flowcharts, etc.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Chief Administrative Officer.
- Develops and maintains working relationships with Council, directors, departmental managers, supervisors and all City employees regarding accounting practices and other financial inquiries that may arise.
- Develops and maintains relationships with external agencies, consultants and other members of the public.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the leadership team for the City of Charlottetown, the Internal Auditor acts as a positive role model for all employees throughout the organization in the provision of excellent service to our citizens.

### **PRIMARY FUNCTIONS AND ACCOUNTABILITES:**

- Determines, in consultation with the Chief Administrative Officer, internal audit scope and develops annual plans.
- Performs and controls each full internal audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.

- Conducts research and benchmarking for audit subject area(s), including but not limited to industry/field best practices, corporate policies, procedures, legislation and external linkages (e.g. other levels of government, agencies, boards and commissioners, partnerships etc.).
- Performs audits and reviews by interpreting and applying approved internal auditing standards and develops a wide range of qualitative and quantitative methods to gather, analyze and interpret data and audit evidence.
- Completes risk assessments of business processes/programs and evaluate internal controls/test their operating effectiveness and makes appropriate recommendations to Finance Committee concerning changes required in internal processes to strengthen business processes and support the development of systems and processes to ensure financial accountability.
- Identifies opportunities to mitigate risks and makes recommendations to strengthen the existing control environment and strives to achieve operational efficiency and effectiveness.
- Evaluates areas audited for quality, efficiency/economy, effectiveness, risk of financial loss, legal exposure, public reputation impacts and/or potential impacts/disruption to service.
- Prepares concise audit reports on findings, significant issues, observations, patterns of non-compliance, root cause(s), areas for potential further investigation, along with value-added and practical recommendations resulting from audits, reviews and other projects.
- Provides value-added and practical recommendations to strengthen the existing control environment and improve operational efficiency and effectiveness.
- Works with departments or service areas to research and create solutions and provide support in implementation and post process metrics.
- Manages audit materials, ensuring appropriate handling of highly sensitive and confidential information/documents.
- Identifies loopholes and/or gaps and recommends risk aversion measures and cost savings, ensuring that high-risk matters are immediately escalated to the Chief Administrative Officer.
- Maintains open communication with management and the Finance committee
- Assists in the implementation of recommendations arising from the annual year end external financial audit of the City and Utility Corporations.
- Advises Council, directors, and managers on financial and administrative policies, by-laws, applicable provincial government legislation and regulations related to municipal governance.
- Analyzes project proposals, budget proposals and forecast data for municipal departments.
- Analyzes expenditure trends with respect to program and departmental spending and conducting research to compare with other jurisdictions, provincially, regionally, and/or nationally.
- Performs other such related duties, responsibilities and functions as may be assigned.

**REQUIRED COMPETENCIES:**

- Thorough knowledge of accounting methods and procedures and sound judgement.
- Advanced, verbal and written communication skills and the ability to engage others.

- Effective writing skills and precision for preparing comprehensive reports, studies, summaries and projections.
- Demonstrated computer proficiency and advanced knowledge in the use of MS Office as well as accounting software and database programs.
- Excellent analytical and organizational skills with respect to financial analysis, internal audit, and the ability to work as part of a team in a fast-paced environment.
- A customer focus with the ability to meet changing deadlines, needs and expectations.
- A strong attention to detail and the ability to accurately identify priorities.
- Knowledge of the *Occupational Health and Safety Act* and the City of Charlottetown's Health and Safety Policy and *is knowledgeable about hazards and safety precautions applicable to the work.*
- Ability to establish and maintain effective working relationships with employees, City officials and the public.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness and safety.
- Ability to work overtime and attend evening meetings or events on occasion.

**REQUIRED QUALIFICATIONS:**

- A University post-secondary degree or diploma in Commerce, Business Administration, or other related undergraduate discipline
- A minimum of five (5) years of progressively responsible experience in business and/or accounting with a computerized accounting system.
- Experience with internal audit functions in a municipal government setting would be preferred.
- Must have a professional accounting designation (CPA).
- An equivalent combination of education or experience may be considered.

**Salary:** \$91,709.12 - \$107,894.80 annually as per the Management Non-Union Salary Grid.

**How to Apply:**

Please submit a cover letter and detailed resume by e-mail to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) Your application must be clearly marked “**Application for Internal Auditor & Fiscal Analyst**” and submitted by **March 28, 2025, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and

believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) or by calling 902-629-4160.