

Job Title: Regional Auditor

Requisition ID: 3821

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Office of the CAO

Job Location: Fort McMurray

Starting Salary Range*: \$187,080 - \$197,771

COLA: Bi-Weekly - \$480

Posted: September 30, 2025

Closing Date: October 17, 2025

Posting Type: Internal and External

*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

We strive to make our hiring process accessible to all candidates. If you require accommodation for the interview or any other part of the application process, please let us know.

The Regional Municipality of Wood Buffalo is seeking a highly skilled, experienced Regional Auditor to join our team. If you meet the qualifications of this role, we want to hear from you.

ABOUT THE POSITION:

The Regional Auditor provides independent, objective assurance, advisory, and investigative services to enhance public trust and add value to the Municipality. The role upholds the highest standards of integrity and objectivity by adhering to professional standards to ensure impartial evaluation and reporting to support good governance and oversight of the Municipality's risk management and internal controls.

As a designated officer, the Regional Auditor operates in full compliance with the Audit and Compliance Committee Bylaw. The scope of the Regional Auditor includes auditing any area of municipal operations, as well as any Municipality-owned or partially owned entity, or any entity that receives a benefit from the Municipality, where legal authority exists to conduct an audit.

As a leader, the Regional Auditor is responsible for the effective management and delivery of the Regional Auditor's office. The incumbent upholds the Municipality's organizational values and is accountable for fostering a healthy, safe, respectful, and inclusive workplace. Leading by example, the Regional Auditor promotes the Municipality's cultural competencies of personal accountability, continuous improvement, effective communication, collaboration, excellence in customer service, and support for common goals. Primary responsibilities of this position include:

Leadership, Planning, and Development: Provides direction and oversight for the delivery of high-quality Regional Auditor services. Effectively delivers audit, advisory, and investigative services within the approved annual audit plan and budget. Establishes and maintains appropriate protocols, organization structure, and resources to support the authority, accountability, independence, and objectivity of the Regional Auditor's office. Leads a high-performing audit team, ensuring a clear vision for success and the necessary resources required to achieve it. Ensures the Regional Auditor's operations and practices align with the Municipality's Audit and Compliance Committee Bylaw and

professional standards (Institute of Internal Auditors' guidelines and standards and the Association of Certified Fraud Examiner's Code of Professional Standards).

Assurance and Investigative Services: Develops an annual audit plan utilizing a risk-based approach and presents the plan for approval to the Audit and Compliance Committee. Conducts a range of audits as per the Audit and Budget Committee Bylaw, including compliance, information technology, operational, and follow-up audits. Determines the appropriate methodologies and project scope in consultation with the CAO, including utilization of data analytics and the involvement of other assurance groups. Ensures all audits conform to professional standards, through adherence to The Institute of Internal Auditors' mandatory guidance. Reports the outcome of all audits to the Audit and Compliance Committee, including Administration's response and corrective actions to be taken regarding specific recommendations.

Advisory Services: Ensures all advisory services conform to professional practices, through adherence to The Institute of Internal Auditors' mandatory guidance. Offers strategic insight on current and emerging risks and opportunities based on best practices in risks, controls, and governance frameworks. Prioritizes advisory service requests on an issue or project specific basis as requested by Administration, based on risk assessment, audit plan priorities, resource capacity, and at the discretion of the CAO. Advises on financial matters, risk management, IT security and controls, data analytics, governance, and general management advisory services, as required.

Reporting and Oversight: Attends all Audit and Compliance Committee meetings. Prepares quarterly reports for the Audit and Compliance Committee detailing: the status of the audit plan, progress on recommended actions by Administration, performance measures, and emerging trends. Recommends and presents amendments to the annual audit plan, where risk profiles significantly shift. Delivers an annual report summarizing key activities, insights, and accomplishments. Provides or coordinates education to members of the Audit and Compliance Committee, as requested or required.

SKILLS REQUIREMENT:

Candidates need to show evidence of the following:

- In-depth knowledge of internal auditing principles, municipal governance, and risk management.
- Expert knowledge of financial and accounting processes such as municipal funding, financial plans/budgets, and management reporting, as well as integrated risk management and operational systems auditing, and business process reengineering.
- Proven ability to lead investigations, deliver advisory services, and use audit and data analytic tools.
- Exceptional analytical, problem-solving, and judgement skills.
- Highest level of professional ethics, with ability to maintain the professional independence of the Regional Auditor's office.
- Ability to build rapport and credibility with various parties to coordinate activities. Demonstrates a high level of business acumen combined with respect for staff and self.
- Excellent communication, report writing, and presentation skills.
- Ability to manage multiple priorities in a dynamic, politically sensitive environment.

WORK EXPERIENCE REQUIREMENTS:

- Twelve (12) or more years of progressive management experience, including extensive internal audit experience from both operational and corporate perspectives is required. Demonstrated experience within a large complex organization or municipality is preferred.
- Experience working in a public sector environment with unionized and non-unionized employees is an asset.

EDUCATION REQUIREMENTS:

- Degree in Accounting, Business Administration, Finance, or a related field is required.
- A professional accounting designation (e.g. Chartered Professional Accountant) and an auditing designation (e.g. Certified Internal Auditor, Certified Information Systems Auditor, Certified Government Auditing Professional) are

required.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check
- A valid Alberta Operator's Class Five (5) is required as incumbent will be required to operate a personal or municipal vehicle for business use.

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 organization's Occupational Health and Safety Administrative 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 employed in a supervisory capacity. As such the employee is 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.