



Job Opportunity: Internal Auditor
Regional Municipality of Wood Buffalo
Fort McMurray, AB

The Regional Municipality of Wood Buffalo is seeking a qualified Internal Auditor to join our team.

To review the full scope of this role and to submit an application, please visit jobs.rmwb.ca. Deadline to apply: August 9, 2026

Internal Auditor

Job Description:

The Internal Auditor is responsible for researching and performing in-depth, high-quality analysis to ensure business processes are risk-based compliant. The incumbent will follow established audit methodologies and techniques, and will apply their skills in developing audit plans, obtain and interpret evidence, then prepare findings, conclusions, and recommendations. The primary responsibilities of this position include:

Compliance Analysis: Completes reviews of accounting records, operational data, and financial records to ensure compliance with applicable laws, regulations, policies, standards, and procedures. Provides advice and consultative services to assist stakeholders in developing, using, and evaluating risk management and control strategies for current and proposed operations, processes, policies, and programs. Participates in the annual audit planning and risk assessment process, along with planning the scope and approach for various audits. Evaluates the effectiveness of departmental controls, while collaborating with senior leaders and management to provide assurance that risks are appropriately managed and mitigated.

Program Development: Assists with overall program service delivery with direct involvement in daily operations and overall administration. Researches and assists with the development and implementation of strategies and tools, based on best practices for continuous improvement. Provides technical and functional guidance regarding policies, procedures, program implementation, and legislation to management and other staff.

Service Delivery: Conducts audits in the areas of governance, compliance, performance, and risk assessment across all departments. Prepares assurance and



advisory reviews for a variety of services and capital projects. Participates in the communication of internal control deficiencies and audit findings, prepare reports for stakeholders, and proposes practical recommendations. Presents recommendations to departments for appropriate changes to current processes, practices, procedures, policies, guidelines, or administrative directives where changes can benefit operations and address internal control weaknesses. Prepares reports, briefings, and presentations.

Required Experience and Education:

- Two (2) years of experience in an audit or related environment.
- Experience working in a public sector environment is preferred.
- Certification in Project Management (PMP, CAPM) is considered an asset.
- An equivalent combination of education and work experience may be considered.

Learn more about the Regional Municipality of Wood Buffalo at: rmwb.ca and fmwb.ca.

