BUSINESS ADVISOR (INTERNAL AUDITOR)

AUXILIARY

Competition 2019-BA

As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.

Reporting to the Manager, Business Advisory Services (BAS) this role is responsible for performing and delivering advisory projects, internal audits, systems implementation initiatives and special reviews with minimum supervision. The responsibilities include developing work programs, performing data analytics and testing, preparing comprehensive working papers supporting the results, drafting opportunities for improvements and advisory/audit reports. The work performed will include a variety of operational, information technology and financial processes. The Business Advisor will also assist the Senior Business Advisor and Manager, BAS with conducting corporate wide risk assessment, follow-up reviews and training workshops. Completes multiple projects within established budget and deadlines; updates working papers addressing review notes, for review and approval by a superior. Conducts investigations and reviews security controls on system access requests. Conducts training workshops to educate and disseminate best practices in internal controls to process owners. Performs related work as required.

Qualifications include a degree in business or a related discipline and 4 years of operational, information technology and financial audit/advisory experience with a large complex organization or an equivalent combination of training and experience. Professional accounting and auditing designation e.g. CPA and Certified Internal Auditor (CIA) or Certified Information Systems Auditors (CISA). Thorough knowledge of Risk Based Audit Methodology, International Professional Practices Framework (IPPF), auditing standards, public sector accounting standards, Generally Accepted Accounting Principles (GAAP) and PCI Data security standards. Considerable knowledge and experience in Financial Enterprise Reporting (ERP) Systems, Automated Audit management software, Data analysis software and MS Office Applications (Visio, PowerPoint, Word and Excel). Sound knowledge of Information Security Framework, Freedom of Information and Protection of Privacy Act (FOIPPA) and General Data Protection Regulation (GDPR); and Project Management methodologies. Working knowledge of statutes, regulations, and bylaws that relate to the duties of this position, including but not limited to the Community Charter, Local Government Act, Employment Standards, Financial Information Act and Canada Revenue Agency regulations. Ability to establish and maintain effective working relationships with a variety of internal and external contacts; understand and research, analyze, interpret and provide guidance on topics related to the role; organize and manage work and establish priorities, set goals and manage a variety of competing deadlines within time and budget constraints; deliver practices which focus on continuous improvement in the activities of the department; recommend solutions to business problems based on strategic and analytical problem solving; prepare and deliver appropriate, clear and concise communications, both orally and in writing to a range of internal and public audiences; exercise sound independent judgement. Driver’s License for the Province of British Columbia is required.

Please apply online at www.burnaby.ca/careers. This posting will remain open until the position is filled.

Copies of relevant professional certificates or degrees will be required at the time of the interview. We thank all candidates for applying, but only those short listed will be contacted. Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within 1 hour of submitting your application online.

Reference: 5000XXXX