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.

City of Burnaby – Business Advisory Services is seeking a regular full-time Business Advisor (BA). The Business Advisory Services (BAS) assist the City in achieving its Corporate Strategic Objectives through risk based assurance and advice. Reporting to the Manager, BAS this role is responsible for performing and delivering internal audits, advisory projects, systems implementation initiatives and special reviews with minimum supervision. 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; and evaluate Payment Card Industry (PCI) processes for compliance with PCI -Data Security standards. 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 risk assessment, follow-up reviews and training workshops.

Qualifications required include a degree in business or a related discipline; a professional accounting and auditing designation e.g. CPA and Certified Internal Auditor (CIA) or Certified Information Systems Auditors (CISA) along with 4 years of operational, information technology and financial audit/advisory experience with a large complex organization. Relevant and equivalent combination of training and experience can be considered.

The role requires 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, Power BI 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 related statutes, regulations, and bylaws including but not limited to the Community Charter, Local Government Act, Employment Standards, Financial Information Act and Canada Revenue Agency regulations.

This role requires the 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 related topics; organize and manage work and establish priorities, set goals and manage a variety of competing deadlines within time and budget constraints; ability to think outside the box and identify improvement opportunities while not losing sight of the big picture; 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; and exercise sound independent judgement. Driver’s License for the Province of British Columbia is required.

We invite applications to be submitted no later than Tuesday, January 21, 2020.

Hours of work: 70 hours bi-weekly; 8:00 AM to 4:45 PM with a nine-day fortnight schedule.

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 one hour of submitting your application online.

Reference: 50001691