

EMPLOYMENT OPPORTUNITY NOTICE EO15-266

THE CITY OF GREATER SUDBURY

requires an

AUDITOR GENERAL

REPORTING LOCATION: TOM DAVIES SQUARE

CONTRACT POSITION

ESTIMATED PROBABLE DURATION: FIVE (5) YEARS

START DATE TO FOLLOW SELECTION PROCESS

P.O. Box 5000, STN A
200 Brady Street
Sudbury ON P3A 5P3

C.P. 5000, succ. A
200, rue Brady
Sudbury ON P3A 5P3

705.671.2489
705.673.3094 (Fax)

www.greatersudbury.ca
www.grandsudbury.ca

The City of Greater Sudbury requires an Auditor General. The successful candidate must possess the qualifications and perform the duties, as set out below.

QUALIFICATIONS:

EDUCATION AND TRAINING:

- University degree in a related discipline from a recognized University with Canadian accreditation.
- Professional accounting designation (CA, CGA, or CMA) a mandatory requirement.
- Internal audit designation preferred.
- An MBA considered an asset.
- Additional educational initiatives to update and expand competencies.

EXPERIENCE:

- Minimum of five (5) years of internal/external audit experience at a senior management level, preferably at the municipal level.
- Relevant private sector business analysis experience an asset.

KNOWLEDGE OF:

- Generally accepted accounting principles.
- Applicable legislation and related regulations.
- CGS's priorities and strategic vision.
- Current and emerging issues within CGS.
- Best practices in internal auditing.
- Horizontal linkages to other levels of government, affiliated services and the private sector.
- Demonstrate ability to work with microcomputer software and administrative systems in a Windows environment (i.e. file maintenance, word processing, advanced spreadsheet applications, information input and retrieval, presentation software, statistical analysis applications, etc.).

ABILITIES TO:

- Manage in a complex and highly sensitive environment.
- Understand the needs of Council and align resources to optimize delivery of service.
- Demonstrate effective interpersonal and communication skills, tact, diplomacy, discretion, and time management ability.
- Communicate effectively in a highly political environment.
- Manage projects and respond quickly to emerging opportunities and risks.
- Manage conflict, mediate disputes and assist in reaching consensus.

**EMPLOYMENT OPPORTUNITY EO15-266
AUDITOR GENERAL
(CONTRACT POSITION)**

ABILITIES TO: (CONTINUED)

Manage the financial, human and physical resources of the section in a collaborative manner.
Lead employees, motivate staff and support continuous learning.
Prepare and execute an effective business plan for the Section.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

OTHER:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

MAIN FUNCTION: Responsible for assisting City Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for achievement of value for money in municipal operations.

DUTIES: UNDER THE GENERAL DIRECTION OF THE FINANCE AND ADMINISTRATION COMMITTEE AND/OR CITY COUNCIL:

1. Prepare an annual audit work plan for approval by the Finance and Administration Committee and/or Council as well as formulate strategies, objectives, policies and priorities.
2. Plan, conduct, evaluate and monitor results of financial, compliance and performance (value for money) audits (except the annual attest audit) of all programs, activities and functions of CGS, including departments, agencies, boards and commissions, and the offices of the Mayor and members of Council.
3. Report directly to the Finance and Administration Committee and/or Council his/her findings on an ongoing basis as projects are completed, or as otherwise directed by the Finance and Administration Committee and/or Council.
4. Undertake forensic investigations in cases of suspected acts of fraud, misappropriation or other similar irregularities.
5. Evaluate compliance against legal and administrative requirements.
6. Test the adequacy of internal financial and management controls.
7. Develop and maintain professional relationships with elected officials, Senior Management Team and external auditor(s).
8. Develop and implement on-going productivity improvement measures to ensure that the audit function is cost effective and provides appropriate project management techniques to monitor and evaluate progress. Report on the performance of the Auditor General's Office on an annual basis.
9. Prepare an annual report to Council on observed trends, implementation of recommendations and other matters.
10. Audit and report on other matters, as requested by the Finance and Administration Committee and/or Council.
11. Manage the financial, human and physical resources including providing supervision to the Employees in the Section.
12. Responsible for the conduct and control of the Auditor General's Office.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **THURSDAY, JULY 9TH, 2015 at 4:30 PM to: Human Resources and Organizational Development Department, c/o The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-3094 or by e-mail to:**

hrjobs@greatersudbury.ca Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO15-266**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.