



Town of Erin

Finance Department

Job description and duties are currently under review

Department: Finance

Position Title: Internal Audit and Risk Management Analyst

Reports To: Director of Finance

Location: Town Offices

Approved Date:

PURPOSE OF POSITION

Reporting the Director of Finance, the position is the central corporate wide resource responsible for internal audit and administration of audit, procurement and risk management processes. Furthermore, maintains the capital asset register, coordinates the asset management plan and provides support with the capital budget process.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Performs internal audit function by identifying risks, evaluating controls and providing value added advice and support to departments on creation, modification of policies, procedures, processes and services to ensure an appropriate level of internal control and compliance is maintained. Provides procurement cycle support, administrates procurement processes and monitors compliance with Town's Procurement Policy and Procedures By-Law. Responsible for risk management processes such as administrating insurance renewal, incident reporting and insurance claims. Responsible for maintaining annual tangible capital assets register, coordinating the asset management plan and supporting the annual capital budget process. Undertakes special projects as assigned by the Director of Finance.

Control of Corporate Resources

People [Human Resources]

The position does not require the direct supervision of staff; however the Town's structure requires the Finance Department to provide guidance to departments related to risk management and procurement policies and procedures. It is important to earn confidence, gain respect, and guarantee confidentiality.

Finance

The position does not require overall management responsibility for Department budgeted financial resources. However, it does entail assisting with RFP's and Tenders and the subsequent negotiating of final price with vendors and ensuring the completion of deliverables. The position also entails checking a limited number of supplier invoices, their approval plus obtaining credits where necessary.

Material and Information

- This position has access to confidential and sensitive information belonging to bid submissions and supplier information.
- Care must be taken to be accurate and discreet.

Major Responsibilities

- Internal audit functions such as:
 - Conducts compliance and performance audits to ensure operational integrity, accountability, efficiency and effectiveness and compliance with laws and regulations;
 - Analyzes results from compliance and service delivery reviews and provides recommendations to Director of Finance and CAO.
 - Operational reviews of Town departments to report whether planning, organizing, directing and controlling are in accordance with management instructions, policies and procedures; and
 - Water Department annual audit processes.
- Administrates Procurement process with the following responsibilities:
 - centralized resource providing consistent guidance in the effective administration of all of the Town procurement policies and processes;
 - develops, implements and maintains administrative procedures for the procurement of goods and/or services;
 - provides advice and assistance to Council, the CAO, Director of Finance, Department Heads and staff regarding the procurement of goods and/or services;
 - when appropriate and feasible, standardizes and coordinates the procurement of goods and/or services for multiple service areas;
 - supports active participation in co-operative purchasing groups;
 - monitors purchasing activity for compliance with the Municipality's purchasing by-law;
 - oversees the tender, proposal, consultant selection and quote processes from inception through to completion; and
 - monitors, reviews and manages contractual terms secured through the procurement process to ensure compliance with applicable By-law and/or policy.

- Coordinates risk management functions with the following responsibilities:
 - Contributes to the development of appropriate policies and procedures related to risk management;
 - Maintains a comprehensive property and liability coverage and issues insurance certificates;
 - Acts as a resource to municipal staff with regards to all liability and risk issues;
 - Administrates and maintain municipality's property, facility and equipment inventories for insurance and replacement purposes;
 - Main contact with insurance providers, brokers and adjusters, as well as with staff, legal counsel and claimants and provides regular updates to Director of Finance;
 - Administrates, records, tracks and provides summary of insurance claims and incident reports; and
 - Reviews documents (agreements, leases, reports, etc) for appropriate contract language, coverage limits as it relates to risk management and insurance

- Administration of a PSAB compliant Tangible Capital Asset register (TCA):
 - Initiates future improvements and policy enhancements to the TCA plan, including: streetlights, sidewalks, vehicles, water valves, fire hydrants, etc.
 - Maintains the TCA register including annual depreciation, acquisitions, disposals, write-offs, subdivision roads to be assumed, etc.
 - Liaise with Department Heads and consultants to coordinate reports, data, and fair market valuations e.g. State of the Infrastructure Roads, Ontario Structure Inspections Summary Report.
 - Updates and records Work In Progress (WIP) schedule for year-end audit.

- Coordination of multi-year Capital Plans & forecasts for all departments and the corporation, including financing sources and alternatives. Prepares the 10 Year Capital Plan for the Water Department for the purpose of completing the Town's Drinking Water System Financial Plan as per Ontario legislative requirements.

- Major Financial Studies – coordinate the preparation of various legislated financial studies including:
 - Asset Management Plan
 - Development Charges Background Study
 - Drinking Water System Financial Plan
 - Energy Conservation & Demand Management Plan

- Prepare Gas Tax and OCIF project reporting for review by the Director of Finance

- Compile and file the annual submission of Town energy management to the Ministry of Environment.

- Assists the Director of Finance and senior staff in the analysis and selection of the highest potentially successful projects for new grant programs. Coordinates and completes grant 'expressions of interest' as well as responding to government grant auditors.

- Other duties as assigned.

Position Requirements

Education

- University Degree in Accounting or Business Administration or related field.
- Completion of or advanced standing in a recognized accounting designation program (CGA, CMA, CA).
- Canadian Risk Management Designation and/or Canadian Internal Auditor Certification is an asset.
- Post graduate Certificate or Diploma in Municipal Administration or knowledge of relevant Acts and legislation governing the financial operations of municipal government is an asset.

Experience

- 5 to 7 years in risk management, accounting, finance and auditing in a municipal environment.
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Job Skills

- Advanced expertise in Microsoft Office suite including Excel, Word, PowerPoint, and graphs.
- Working knowledge of financial software such as Keystone or other.
- Self-motivated, independent worker
- Superior oral and written communications skills

Effort

Mental

- There is a requirement to be continually productive, to meet deadlines and manage a number of requests and situations at one time. Intense concentration is often required conducting financial analysis with compulsory detail and high levels of accuracy.
- There is occasional pressure from outside vendors to win a potential contract e.g. insurance companies, engineers, etc or to approve increases to fixed price tenders.

Physical

- The position requires very little physical effort, mostly sitting doing computer based work, but with almost no repetitive data entry (except hydro invoices for MOE annual energy report).
- Occasional lifting of boxes

Decision Making and Judgment

- The ability to make reasonable, justifiable, and conservative decisions is important. Furthermore, all decisions must consistently reflect a thorough analysis and assessment of the available alternatives, while highlighting external threats and

weaknesses.

- A track record of sound judgment is required to gain the trust and confidence of Department Heads and Council.
- An acceptance that decisions must be made in the face of uncertainty and with less than complete information is an important job realization. As is the knowledge that judgments are subject to constructive and political scrutiny and criticism.
- Subsequent appraisal of the results of all chosen strategies is expected as is confirmation that decisions & resolutions have been implemented in a timely manner.

Interpersonal Skills and Contacts

- Professional relationships with Departments.
- Customer service approach when assisting departments with inquiries.
- Consensus making skills, the ability to diffuse heated confrontations, and a mature sense of humor.
- This position on occasion works directly with politicians. A professional business-like manner and good listening skills are essential in the role.
- Create and maintain contacts within the municipal industry are essential, particularly from neighbouring townships & at the County level.

Working Conditions

Environment

- Long, concentrated effort at computer monitors will regularly produce eye-strain.
- Noise from public and other staff often is sometimes disruptive and distracting.

Control Over Work Schedule

- The volume of work is such that it sometimes cannot be completed during regular working hours. However, like all jobs the solution is to prioritize projects so that time sensitive tasks are accomplished to meet specified deadlines.
- Largely the position requires mature, efficient, independent time management and goal setting. As well, the Director of Finance is available to shuffle workloads when there are competing interests and deadlines.

This is a reasonable statement of the requirements of this position.