



Town of Erin

Job posting

INTERNAL AUDIT & RISK MANAGEMENT ANALYST

The Town of Erin is currently accepting applications for the position of Internal Audit & Risk Management Analyst.

Reporting to the Director of Finance, the position is the central corporate wide resource responsible for internal audit and administration of procurement and risk management processes. Furthermore, maintains the capital asset register, coordinates the asset management plan and provides support with the capital budget process. 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, administers procurement processes and monitors compliance with Town's Procurement Policy and Procedures By-Law. Responsible for risk management processes such as administering 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.

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 an audit function, risk management, accounting, finance and in a municipal environment.

The full job description can be found on the Town of Erin website: Erin.ca

Interested applicants may submit their resumes to: CAO@Erin.ca.

Resumes will be accepted until 4:30pm, Friday, August 4th, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.¹ Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.