

Position:

We are seeking a Regional Internal Audit Senior for the Toronto and Area Regional Audit Team. This is a one (1) year contract position.

Position Summary:

Reporting to the Regional Internal Audit Manager of the Toronto and Area Region, the Regional Internal Audit Senior is responsible for the planning, execution and reporting of risk based internal audits of varying complexity for the school boards' within the region. This position is also responsible for the preparation and presentation of reports to various stakeholders. The regional internal audit senior will use senior level expertise to identify improvements/best practices and make recommendations as required to the existing audit framework. The regional internal auditor senior will supervise and mentor regional internal audit staff on assignment. Extensive travel within the Toronto and Area Region is required.

Responsibilities:

Responsibilities include but are not limited to: leading, planning and executing risk based internal audits of the school boards' within the Toronto and Area Region; documenting, testing and evaluating the internal controls of the schools boards' within the Toronto and Area Region; performing risk assessments; preparing audit working papers to document findings and conclusions; preparing draft audit reports; communicating audit findings and proposing recommendations to address internal control weaknesses and improve the overall efficiency and effectiveness of the school board's financial, operational and compliance activities; contributing to the development and improvements to audit methodology and templates; mentoring, training and reviewing the work of regional internal audit staff; responding to queries from school boards within Toronto and Area Region; participating in special audit projects as requested by the audit committees within Toronto and Area Region; analyzing, resolving and reporting on complex issues as they arise; attending Auditing Committee meetings to discuss internal audit findings as required and performing other duties as necessary to contribute to the effectiveness of the Regional Internal Audit Team.

QUALIFICATIONS:

- a relevant university degree and professional accounting designation (e.g. CA, CGA, CMA) and/or internal audit designation (CIA, CISA)
- 3 to 5 year years of relevant work experience which includes at least 3 years of internal audit experience
- knowledge of internal auditing standards, accounting principles, practices and advancements in audit methodologies
- experience in IT audits preferred
- knowledge of the school board sector is an asset
- experience in financial, compliance and operational audits
- excellent problem solving and analytical skills
- effective time management and organizational skills
- proven leadership and change management skills
- the ability to work independently and as part of a team
- strong oral and written communication skills
- demonstrated computer skills (including word processing, spreadsheets, graphics and audit software)
- strong interpersonal skills to maintain relationships with colleagues, external auditors and other internal and external stakeholders
- detailed and results oriented with the ability to prioritize and multi-task with minimal supervision

Duties are to commence as soon as possible.

Salary: C5-1 Min. \$75,217 – Max. \$89,475 (under review)

Deadline for applications: no later than **4:30 p.m., Thursday, October 27, 2011**

Quote file number: **ASG #50 in the subject line**

Forward resumes to:

Caitlyn Crosby
Employee Relations Officer
Peel District School Board
Human Resources Department
5650 Hurontario Street
Mississauga, ON L5R 1C6

fax: 905-890-4955

email: job.postings@peelsb.com as text or as an attachment in word with a **.doc** extension

For the safety of students, all school board staff need to have a [criminal record check](#).

We regret that we are only able to contact those candidates whom we will interview and we cannot keep resumes on file for future positions.

Peel District School Board is committed to equity in employment. We take pride in our fair hiring practices. The board will make any necessary accommodation to assist a person with disabilities in applying for a position. If you are contacted for an interview and require accommodations due to a disability, please inform the person setting up the interview.