

Join the ERCB and work for a world-class energy regulator!

The ERCB acts in the best interest of all Albertans in overseeing the efficient and effective development of our resources, while balancing the need for resource conservation, public safety, environmental protection, technical innovation and service. This broad mandate places the new ERCB at the forefront of the regulatory world. With a passion for service, we will create a legacy of excellence for present and future generations of Albertans.

The rewards and challenges are enormous. We are seeking highly skilled and diverse team members possessing strong technical skills with a vision and desire to carry out the ERCB mandate. Grow individually and as a Team member in your career by working with the ERCB to serve all Albertans.

REPORTS TO: Chief Internal Auditor

PURPOSE OF ROLE:

The Internal Auditor is a client focused team player who is primarily responsible for the delivery of value added audit and advisory services for the organization. In addition to having the appropriate audit skills the successful candidate must be able to build and foster good relationships with clients and represent audit in a professional manner.

The Internal Auditor will provide services to all members of the organization including analysis, recommendations, counsel and information concerning the activities reviewed and the management of operational and business risk. This will require developing a strong insight into the organization, its mandates, opportunities and challenges.

RESPONSIBILITIES/ DUTIES:

- Develop and conduct operational, financial, information systems and human resource audits across all functional areas of the organization using traditional and facilitated self-assessment techniques.
- Provide value to the organization by acting as a trusted business advisor in performing advisory services including quality assurance reviews, control self assessments and providing advice to business units attempting to implement change.
- Review outcomes of audit and advisory projects with management and make recommendations to improve internal controls and business operations.
- Conduct specific, complex and sensitive audit assignments/advisory projects in a professional manner and complete proper documentation of the work performed.
- Audit the existence and effectiveness of risk management and control systems.
- Develop audit criteria to be used as part of the audit and review engagements.
- Proactively identify and provide value-added advisory services
- Liaise with other governmental organizations and representatives from the office of the Auditor General of Alberta, as required.

QUALIFICATIONS:

- Professional designation (CIA and/or CA, CMA, CGA) with at least 5 years of progressive audit experience
- Experience and knowledge of the Oil & Gas Industry would be considered an asset.

- Experience in auditing information technology and related systems would be considered an asset.
- Unstructured problem solving skills
- Strong interpersonal and relationship building skills
- Strong quantitative and qualitative analysis skills
- Ability to work independently and in a team environment
- Must have excellent MS Office suite skills; experience in using Teammate audit software would be considered an asset
- Excellent written and verbal communication skills; including experience in presenting audit findings and recommendations to management and concisely preparing audit reports.

Deadline for applications will be February 22, 2013.

HOW TO APPLY:

Please go to the ERCB Web site www.ercb.ca, click on the “Careers” tab, “**Search Career Opportunities,**” Select the job you are applying for, click on the **APPLY NOW** and follow the instructions.