



PLEASE POST

OTTAWA CATHOLIC SCHOOL BOARD

Notice of Position Vacancy

SENIOR INTERNAL AUDITOR

COMP-13/003

Non-Affiliated (Management)

The Ottawa Catholic School Board serves as the lead board in hosting and administering the Internal Audit function for the nine English language school boards within the Ottawa/Ontario East audit region.

Reporting to the Regional Internal Audit Manager, the Senior Internal Auditor 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 Senior Internal Auditor will apply senior level expertise to identify improvements/best practices and make recommendations as required to the existing audit methodology framework. The Senior Internal Auditor will supervise and mentor junior internal audit staff. Extensive travel within eastern Ontario is required.

The ideal candidate would have a four year university degree in accounting, finance or business and a professional accounting designation (CPA, CA, CGA, CMA). The candidate will have advanced knowledge of generally accepted auditing standards, accounting principles, practices and advancements in audit methodologies. Ideally, the candidate has also obtained a Certified Internal Auditor designation, or is currently enrolled in the IIA's certification study program. The candidate will have 3 to 5 year years of relevant work experience, which includes at least 3 years of internal audit experience; experience in financial, internal 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, PowerPoint and accounting software); strong interpersonal and presentation skills to maintain relationships with colleagues, stakeholders and audit committee members. The candidate is a detailed and results oriented individual with the ability to prioritize and multi-task with minimal supervision. Knowledge of the school board sector, risk assessments and audit management software would be an asset. An equivalent combination of education and experience may be considered.

This is a permanent position with a salary range of \$76,376 – \$97,312. A comprehensive employee benefits package is also provided.

The effective date is approximately February 11, 2013.

Applicants are invited to forward a resume by **January 25, 2013**, quoting **COMP-13/003**, by email to Cindy.Spiers@ocsb.ca or to:

OTTAWA CATHOLIC SCHOOL BOARD
Human Resources Officer, A&S, Human Resources Dept.
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Mark D. Mullan
Chairperson

Julian Hanlon
Director of Education

January 10, 2013