



investigations of the financial operations of employers are required to protect the integrity of the Industrial Classification System.

The Assessment Auditor reports to the Manager, Employer Services. The incumbent develops an annual audit plan, and based on that plan, conducts compliance audits. As an expert in *Generally Accepted Auditing Standards* and accounting theories and principles, the Assessment Auditor recognizes when complex and varied financial transactions require further investigation to ensure compliance with *Workers' Compensation Acts/Legislation*, policies and procedures.

Each employer audit may be unique therefore the incumbent uses professional judgement, extensive knowledge of financial and auditing skills to ensure consistence of the application of the audit process.

The Assessment Auditor educates employers about their responsibilities relative to the WSCC, and explains WSCC theories and principles to gain employers' compliance with the *Workers' Compensation Acts/Legislation*, policies and procedures. They are a direct point of contact with employers and continually update their knowledge of the WSCC programs and services so that they can educate employers.

## **RESPONSIBILITIES**

- 1. Develops an annual external audit plan for approval by the Manager, Employer Services. The plan needs to meet the key performance indicators established by the WSCC.**
  - Reviews and analyzes statistical information from the employer data base and general economic trends to identify individual employers and employer groups in high risk areas, or with compliance issues for the audit plan;
  - Incorporates audits required by WSCC policies and procedures and input from the investigation unit.
  - Establishes the scope of the audit, allocates timelines and determines the budget necessary to complete the audit
  - Develops a draft schedule of employers to be audited and provides input into the allocation of audits for each auditor and if the audit will be a field audit or desk audit for Manager's reviews and approval
  - Prepares monthly, quarterly and annual reports for the Manager, Employer Services that include a list of audits completed, amount of payroll reviewed and audit results as compared to the audit plan;
  - Develops and recommends changes to the audit policies, procedures and working papers as required.
  
- 2. Conducts desk and field compliance audits of employer financial records.**
  - Conducts employer file reviews with the Assessment Analyst, to determine whether there are any outstanding issues including current classification, notes to file, accounts receivable and claims;

- Schedules and conducts audit preliminary interviews with employers, and maintains a positive relationship;
- Conducts desk and field audits of employer financial records and documents following the established procedures;
- Determines the amount of any necessary adjustments to the employer's assessable payroll and prepares an audit report, including recommendations, for the Manager, Employer Services;
- Verifies employer's operational description with financial records, documents and claims descriptions to ensure reasonableness of classification;
- Obtains information relevant to the classification of an employer and recommends a classification review to the Assessment Analyst where classification does not appear reasonable;
- Completes the audit report with accompanying audit schedules and working papers;
- Conducts exit interviews with employers to explain the audit results and any recommendations to be discussed with the Assessment Analysts, and forwards to the Manager, Employer Services;
- Explains to employers their responsibilities relative to the *Worker's Compensation Acts, Regulations*, policies and procedures;
- Provides ongoing mentoring relevant to all auditing procedures and standard practices.

## **WORKING CONDITIONS**

### **Physical Demands**

Lifting is required during travel and lifting boxes of documents at some employer's premises.

### **Environmental Conditions**

Extensive overnight travel is required throughout Canada, including the NWT and NU. Travel to remote northern communities and travel by small aircraft is occasionally required. Possible travel and/or driving in remote locations under inclement weather. Incumbent travels/works alone when performing duties.

### **Sensory Demands**

High concentration level of observation and attention to details. Professional judgement required during each audit for decision making. Uncertainty of actual situation with each audit requires a quick, accurate evaluation of ambiances and environment upon initial entrance into the employer's premises.

### **Mental Demands**

Duty travel takes the incumbent away from their home, for a minimum of one week per month, and a maximum of two weekends away from headquarters which may cause disruptions to family life and regular lifestyle. Incumbent is expected to maintain a professional, cordial presence to gain the employer's trust and confidence.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of *Generally Accepted Auditing Standards* and accounting principles and experience in the application of accounting theories and principles;
- Knowledge of industry and business operations of small, medium and large organizations in the NWT and NU;
- Demonstrated ability in scheduling, planning and prioritizing work assignments in a variety of geographical regions;
- Demonstrated ability: research, analytical and evaluation skills, ability to probe, gather/draw out required information, investigative and interviewing skills;
- Demonstrated decision making abilities that are ethical, sound and equitable;
- Ability to interpret *Acts, Regulations*, policies and procedures;
- Superior communication and listening skills are required to include demonstrated skills in clearly and concisely presenting, explaining and documenting accounting information and decisions both verbally and in writing to individuals and groups with varying levels of understanding and education;
- Demonstrated ability to investigate, analyze and resolve complex issues relating to compliance of financial and operations information to make thorough professional judgements and decisions in a timely manner;
- Computer skills (including data bases, Microsoft Office Suite and others);
- Ability to work with various manuals and computerized accounting systems with good keyboard skills;
- Ability to work independently;
- Organizational, analytical, attention to detail and decision making skills;
- Time management skills with changing deadlines and changing priorities, and adaptable to competing priorities;
- Must be flexible and innovative; have the ability to establish and promote effective relationships between individuals or groups;
- Interpersonal skills that facilitate active participation as part of a cross-functional team and teamwork skills.
- Ability to function within multi-cultural environments;
- Demonstrated experience working with a client base of wide geographical and complex cultural backgrounds.

### **Typically, the above qualifications would be attained by:**

Completion of the fourth level of a recognized Canadian accounting designation with two years' experience conducting compliance audits, or a Certified Internal Auditor (CIA) designation with two years' experience conducting compliance field audits. Equivalencies may be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
  - Highly sensitive position – requires verification of identity and a criminal records check

**Accounting Designation** (check one if applicable)

- Canadian accounting designation preferred
- Not required

**French language** (check one if applicable)

- French required (must identify required level below)
  - Level required for this Designated Position is:
    - ORAL EXPRESSION AND COMPREHENSION
      - Basic (B)  Intermediate (I)  Advanced (A)
    - READING COMPREHENSION:
      - Basic (B)  Intermediate (I)  Advanced (A)
    - WRITING SKILLS:
      - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Assessment Auditor

**Position Number(s):** 97- 9933; 3254

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Senior Manager</p> <hr/> <p>President &amp; CEO Signature</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p> <hr/>	<hr/> <p>Date</p> <hr/> <p>Date</p>
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_