

RESPONSIBILITIES

1. Provides support to the Audit unit in providing Senior Management, Audit Committee and the Governance Council with an impartial, systematic appraisal of the Commission's operations.

- Provides assistance in assessing the reliability and integrity of financial and operational information and the means used to identify, measure, classify, and report on such information;
- Provides help and support in the operational and program reviews to ascertain whether results are consistent with established goals and objectives, and programs are being carried out as planned;
- Provides assistance in system reviews to ensure compliance with policies, plans, and procedures established by the WSCC as well as the provisions of the *Workers' Compensation Acts*;
- Provides significant help and support in the review of internal controls and procedures;
- Identifies key risks, weaknesses, or opportunities for improvement during such reviews.

2. Plans, schedules, and performs simple audits and reviews.

- Reviews payments to entities external to the Commission to ensure amounts charged to the WSCC or paid by it are valid;
- Assists in the collection and analysis of data for the ongoing audit projects;
- Analyzes and evaluates the accuracy of systems and procedures;
- Reviews, develops and recommends changes in systems and controls;
- Checks and inspects the accuracy of accounts receivable and payable;
- Analyzes and recommends changes in internal audit controls;
- Ensures compliance with local, national and federal audit policies and regulations.

3. Prepares audit documents and reports.

- With the Manager, meets with the client department staff to review audit findings and proposed management actions;
- Provides support to the Manager in responding to any audit queries;
- Provides support to the Manager in the preparation of monthly, quarterly and yearly reports;
- Establish working relationships with company's staff, business partners and clients.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

A high level of concentration and attention is essential. Work must be of the utmost level of accuracy.

Mental Demands

Competing demands around deadlines can lead to some degree of mental stress.

The scope of work can involve sensitive issues and tight timeframes with a high degree of intensity.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective written and verbal communication skills, including the ability to provide advice and recommendations and to maintain professional communication skills in difficult circumstances;
- Strong strategic thinking skills and judgement as well as a demonstrated ability to research, analyze, and synthesize multiple concepts and priorities;
- Ability to work with a wide range of computer applications, including word processing, and spreadsheet applications which includes mainframe financial and human resources programs;
- Ability to meet deadlines and respond to frequently changing deadlines;
- Excellent interpersonal skills to work effectively with staff at all levels in the organization; and
- Proven analytical and detail orientation skills that helps determine the nature and extent of any anomalies that have previously gone unnoticed.
- Knowledge of basic accounting procedures would be an asset.

Typically, the above qualifications would be attained by:

A university degree in business from a recognised university

Experience in data analysis or internal audit is an asset.

Working towards an accounting or auditing designation would be preferred.

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

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: Audit Intern

Position Number(s): 97-9961

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p>	<p>_____ Date</p>
<p>_____ President & CEO</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>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.</p>	

Reviewed by Human Resources: _____