

Position Description – Audit Associate

Position Title	Audit Associate	Position Number	Various
Portfolio	Financial Audit	Location	Victoria
Supervisor's Title	Manager or Director	Travel Required	Yes
FOR OAG HR USE ONLY:		NOC Code:	
Approved Classification or Leadership Band		Class Code:	
Mandate			
<p>The Office of the Auditor General (the OAG or Office) serves the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the Office of the Auditor General are derived from the <i>Auditor General Act</i>.</p>			
Role			
<p>Purpose of Position</p> <p>The Audit Associate participates primarily in financial statement audits and in performance audits as required. The results of these audits provide the public and members of the Legislative Assembly with assurance and accountability information about how well government finances and programs are being administered.</p> <p>Nature of Work and Position Links</p> <p>This position works as part of a team, receiving assignments from the Manager, Sr. Manager, Director, Executive Director or Assistant Auditor General. Audits are conducted in accordance with the audit standards established by the Office and the Canadian Institute of Chartered Accountants.</p> <p>Audit Associates may develop relationships with any of the entities included in the Province's summary financial statements. The Audit Associate will interact with all levels of staff of auditees, primarily in the area of financial management but also with program managers of ministries, crown corporations and agencies, universities, colleges, school districts, health authorities, community service authorities, hospital societies, and trusts. The Audit Associate will also have an assigned work term with a private sector accounting firm to meet tax experience requirements.</p> <p>In addition to audit responsibilities, Audit Associates contribute to their group on a broader level by demonstrating growth in the Office's Core and Financial Technical competencies. As well, work will involve coordination with other groups within the Office.</p> <p>As part of their OAG work experience, Audit Associates are expected to progress through the required Chartered Accountants School of Business modules and pass the Uniform Final Examination to meet the requirements for an Auditor position. The Office's Audit Associate Progression Model, as well as the Audit Associate Support Model documents the details of the process.</p> <p>Audit Associates who successfully complete Module 4, and achieve a Meets All performance evaluation will have their job title changed to Senior Audit Associate and be expected to handle ever increasing responsibility levels within the audit teams. They may be required to supervise the work of other Audit Associates on their audits.</p> <p>Key Links</p> <p>Managers, Directors, Assistant Auditors General and Auditor General: To contribute to the identification and resolution of significant issues arising from audit projects; contributes to administrative project management.</p> <p>Manager of Training and Development: To ensure proper enrolment in CASB and successful completion of the modules, entrance into the CA association, assignment of Mentor or Coach as needed, and to give advice on any work related issues.</p> <p>Other staff assigned to the project team: To provide direction and mentorship to junior team members, monitor and participate in performance reviews, and to receive/provide direction as a member of an audit team.</p> <p>Specific Accountabilities / Deliverables</p> <p>Participates in financial statement audits in accordance with OAG and professional standards:</p> <ol style="list-style-type: none"> 1. Contributes to engagement teams and assessment of risks 2. Gathers and documents knowledge of audit entities and its control environment to assist the audit team's discussions 			

Position Description – Audit Associate

- on risk
- 3. Demonstrates an understanding of how risks impact the audit plan and programs
- 4. Works to meet demanding deadlines within Audit teams.
- 5. Communicates and acts in a professional manner when interviewing or observing clients for control and systems work

Work Examples

- Assists in the preparation of audit plans for approval by Managers and/or Directors
- Contributes to the execution of audit plans
- Participates in the completion of financial and at times performance audits
- Other related duties as required

Essential Qualifications and Experience

Education and Experience:

- Completion of Bachelor's degree.
- Completion of CASB pre-requisites and eligibility for enrolment in CASB program to attain a Chartered Accountant designation.
- Recent related experience in finance industry, preferably including auditing or working on financial statements.
- Experience in the Public Sector would be an asset but is not required.

Knowledge

- Minimum C+ grade on all university level accounting courses as well as CASB pre-requisites.
- General knowledge of Canadian GAAP standards.

Skills and Abilities:

- Proficiency with various computer applications (e.g.: Word, Excel, PowerPoint)
- Strong interpersonal skills
- Able to communicate effectively, both orally and in writing
- Excellent analytical and problem solving skills including effectively dealing with difficult individuals or groups.
- Ability to plan, organize, complete and document audit assignments in accordance with professional standards, both independently and as part of a team.
- Professional business demeanor and attitude commensurate with the serious nature of the work.
- Excellent time management skills for working effectively in an environment with known deadlines.

Willingness

- Incumbents must be willing to work occasional extended hours.
- Incumbents must be willing to travel as required.

Behavioral Competencies

Foundation Competency

- Insight and Impact
- Builds Relationships
- Results Oriented / Business Acumen

Leadership Competency

- Strategic Focus
- Team Leadership / Motivating Peak Performance
- Developing People

Technical Competency

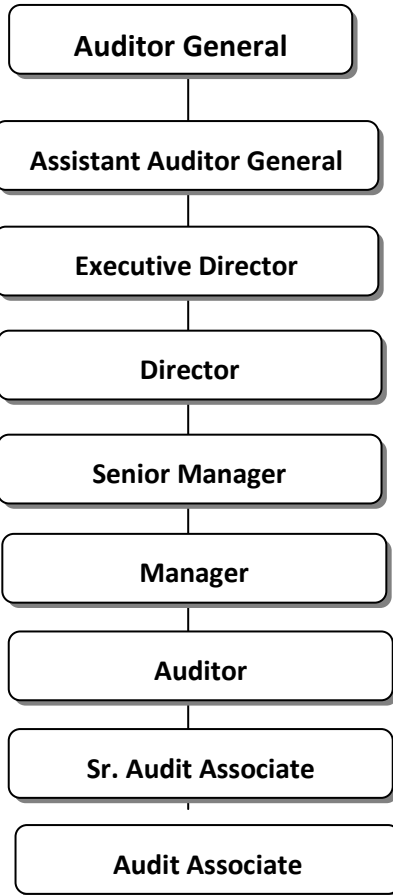
- Assurance Engagement: Risk Assessment
- Assurance Engagement: Response to Risk
- Assurance Engagement: Reporting

Position Description – Audit Associate

Direct Supervision

N/A

Organizational Chart



Position Description – Audit Associate

This is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships. This position description was created/revised/finalized in Month/Year.			
Reviewed By	X Greg Clabrough, HR Analyst	Date	August 29, 2011
	[Name, Title]		

Approved By	X	Date	Click here to enter a date.
	John Doyle, Auditor General		

I have read this position description and understand the key responsibilities:			
Agreed to By	X	Date	Click here to enter a date.
	[Name], incumbent		

cc: Supervisor
Personnel file
Position file