

Employment Opportunity

AUDIT MANAGER

**OFFICE OF THE AUDITOR GENERAL
LOCATION - Charlottetown**

FULL-TIME EXCLUDED POSITION

This is an advanced professional auditing position responsible for managing and completing financial audits in the public sector. Duties are expected to be performed with a high degree of independence under the direction of an Audit Director.

Duties will include:

- preparing and/or approving audit plans, programs and procedures;
- conducting financial audits;
- managing multiple audits to meet scheduled deadlines;
- supervising professional auditors and students;
- preparing audit progress reports;
- reviewing audit files;
- discussing audit issues with clients;
- drafting management correspondence and audit reports;
- preparing draft sections to be included in the Annual Report of the Auditor General to the Legislative Assembly; and
- other duties as required.

Requirements

The ideal candidate has:

- a professional accounting designation;
- recent extensive financial statement audit experience;
- strong analytical and decision making skills;
- above average written and oral communication skills;
- knowledge and experience regarding relevant public sector accounting frameworks;
- strong IT and organizational skills; and
- knowledge of the legislative, executive, and administrative functions of government.

Preference will be given to internal employees. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted. Final candidates will be asked to provide references and undergo a criminal records check.

Salary Range: \$40.25 - \$50.31 per hour
Posting Id: 03AG1810
Bi-Weekly Hours: 75 hours bi-weekly
Closing Date: October 24, 2018 5:00 p.m.

Please forward resumes (include the posting Id) to the **Office of the Auditor General, PO Box 2000, Charlottetown, Prince Edward Island, C1A 7N8** or by e-mail to tsmith@assembly.pe.ca or fax to (902) 368-4598. It is the responsibility of the applicant to confirm receipt of the resume prior to the closing date.
