

Position Title: IT Internal Auditor
Reports to: Director, Internal Audit
Status: Full Time
Location: Administration Centre, Edmonton

The Position:

Based in Edmonton, this position is responsible for carrying out internal audits of Information Technology (IT) within the Alberta Motor Association (AMA) and subsidiary companies. Internal Audit provides independent, objective assurance and consultation services designed to add value and improve the AMA's business operations.

Major Accountabilities/Responsibilities:

Include but are not limited to the following:

- Assist with the development of an annual internal audit plan for AMA by identifying and assessing IT risks and establishing an IT audit universe
- Work independently to design and execute procedures for IT audits
- Provide an independent assessment of the adequacy and effectiveness of AMA's IT governance and systems of internal control, based on recognized IT risk and control frameworks such as Cobit and ITIL
- Report on the results of audits, including recommendations for improvement, to management and the audit committee through management discussion and well written, thoughtful and relevant audit reports
- Provide support and assistance to auditors in accessing data and establishing CAATs (computer-assisted audit techniques) through use of ACL (Audit Command Language) software; assist with identifying and implementing technology solutions for Internal Audit
- Provide mentoring and leadership to internal auditors and liaise with AMA's external auditors as appropriate
- As one of the significant businesses is located in Calgary, some travel is required (10-20%)

Background (Education/Licenses/Work Experience):

- Post-secondary education in IT, business, accounting or equivalent
- Professional designation such as CISA, PMP, ISP, ITIL certification or equivalent. An accounting designation (CA, CMA, CGA) or Certified Internal Auditor (CIA) designation would be an asset
- Minimum 5 years relevant IT business experience, including minimum 2 years of IT audit experience

Skills & Proficiency:

- Ability to think strategically in evaluating risks and controls and developing solutions
- Ability to provide management with astute business advice and practical, value-added recommendations
- Demonstrated ability to produce high quality results within deadlines
- Solid business acumen and organizational abilities
- Strong planning, analytical and problem solving skills
- Strong relationship building and negotiating skills
- Effective oral and written communication skills, including audit file documentation to support audit reports
- Coaching and mentoring skills
- Able to work independently with minimal direction, as well as be an effective team player
- Proficiency in the use of computer assisted audit techniques, including ACL

Personal Characteristics:

- Straightforward with proven personal and professional integrity and ethics
- Mature, with good judgment
- Self-directed with a sense of accountability
- Customer-service focused
- Open-minded and politically astute
- Team player
- Ability to accommodate some travel

Contact Information:

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Closing date: Open until a suitable candidate is found.