



Office of the Auditor General Nova Scotia

Audit Officer Term Position, Halifax, NS One (1) position

Please note: This is a term position until such time as the CPA program of studies has been successfully completed and in compliance with the Office's policy on support for staff pursuing designation and certification. The incumbent would then qualify for consideration for appointment to a permanent position with the Office.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Office of the Auditor General has an Employment Equity Policy, and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities, and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify on either your cover letter or your resume.

The Office of the Auditor General serves the Nova Scotia House of Assembly and the people of Nova Scotia. Our vision is to be a relevant, valued, and independent audit office serving the public interest as the House of Assembly's primary source of assurance on government performance. The Office accomplishes this through the conduct of financial and performance audits of government departments and agencies, as well as entities which receive funding from the government. The promotion of excellence and a professional and supportive workplace are an Office priority and key to our success. For more information on the Office, please visit www.oag-ns.ca.

Position:

We are seeking a qualified candidate to fill an Audit Officer position. This position directly reports to an Audit Principal for overall performance.

Duties:

As an Audit Officer, you are studying to gain your Chartered Professional Accountant (CPA) designation and participate in financial statement and performance audits. You will assist project leaders with planning, field work, and reporting of financial statement audits by completing audit procedures that meet Canadian Auditing Standards (CAS) and assessing financial reporting against Canadian Public Sector Accounting Standards (PSAS). This may include documenting and evaluating control systems, testing transactions and identifying audit findings. You may also help plan and conduct performance audits, identify findings, make value-added recommendations, and contribute to chapters in the Auditor General's Report to the House of Assembly by drafting sections of reports. Limited travel within Nova Scotia will be required.

Qualifications:

- University degree or will graduate by June 2023 and eligibility to enroll (by September 2023) or currently enrolled in the Canadian CPA Professional Education Program (students must take the Assurance elective).

- General work experience with a preference given to experience in project work with small teams that involves research and data analysis, analysis of trends and results, and evaluation of outputs and outcomes
- General knowledge of Canadian PSAS and assurance standards.
- Superior analytical, communication and time management skills.
- Working knowledge of Microsoft Excel.

CLASSIFICATION: EC 7

SALARY RANGE: \$2,147.26 - \$2,269.28 bi-weekly

We offer a healthy work-life balance (i.e. earned days off program, work-from-home program, flexible working hours), a comprehensive benefits package, the opportunity to work on a wide variety of impactful and unique projects, and professional development opportunities.

An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

How to apply:

- **Please ensure that you demonstrate in your application** how you meet the above qualifications and why you are suitable for this position.
- **Applicants must submit an unofficial copy of their university transcript.** Internationally trained accountants must provide a copy of the Eligibility Report issued by the Canadian CPA school of business that confirms their admissibility into the CPA PEP program. Applications received without this information will not be considered.
- **To apply for this position,** please email your application to Eva.Lechpammer@novascotia.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.