

# Leaders

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**Bow Valley  
College**

## **Opportunity Profile**

### **Internal Auditor**

**Location: Calgary, Alberta**



## About Bow Valley College

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Welcome to Bow Valley College. They've been helping people reach their goals for a better education and career since 1965. Bow Valley College's main campus is located in the heart of Calgary's downtown core.

Bow Valley College is the largest college in the Calgary area, with over 15,000 students. We open doors to in-demand jobs across Canada. Our graduates contribute to the economy and community through careers in business, entertainment arts, technology, health care, social services, and more.

**Why work at Bow Valley College?** We are proud to be named one of Alberta's Top 80 employers and one of Canada's Top 50 research colleges. Our innovative applied research, focused on health and health technology, educational technology, and social innovation, is helping shape the future of college education.

## The Opportunity

Reporting to the President and CEO, the Internal Auditor will help create and maintain robust internal controls and monitor compliance on an ongoing basis. This position will work closely with the Audit and Risk Management Council of the Board to support and execute risk management, internal control and governance requirements. The successful candidate will have a proven track record of upholding high ethical standards, fostering an environment of trust and transparency within the organization.





## Key Accountabilities

### Specific duties include but are not limited to:

- Identifying and managing risks; interacting with various governance groups as needed.
- Assessing whether employee's actions are in compliance with policies, standards, procedures and applicable laws and regulations.
- Ensuring resources are acquired economically, used efficiently, and adequately protected.
- Ensuring programs, plans and objectives are achieved.
- Ensuring quality and continuous improvement are fostered in the organization's control process.
- Recommending changes to processes to increase efficiency and reduce the organizational risk related to the process as required.
- Recognizing and addressing legislative or regulatory issues impacting the organization efficiently and appropriately.
- Assisting in investigations as required.
- Examining, testing, evaluating, reporting, and monitoring the design, implementation, and operating effectiveness of key controls and processes in the organization.
- Identifying and assessing areas of significant organizational risk and control deficiencies.
- Reporting on internal control metrics and compliance.
- Issuing periodic reports to the Audit and Risk Management Council and management, summarizing results of audit activities

## The Person – Qualifications and Attributes

- Bachelor's degree in related discipline with a minimum 7 years' accounting experience, including experience as an external or internal auditor. An equivalent combination of education and experience may be considered.
- Holds a professional accounting designation (CIA, CPA, CISA, CFE, CGA, CMA).
- Willingness to engage in all aspects of the internal audit process, including administrative tasks, fieldwork, and providing strategic recommendations.



- Demonstrable experience with direct financial reporting and analysis experience at progressively more senior levels.
- Proven adaptability in navigating diverse and dynamic work environments, showcasing the ability to quickly acclimate to change and pivot strategies when necessary.
- Proficiency in risk management, with a track record of identifying, assessing and mitigating potential risks to ensure business continuity and success.
- Possesses a questioning mind and professional skepticism, adept at critically analyzing situations, challenging assumptions, and maintaining a vigilant approach to decision making for optimal outcomes.

## Compensation

A competitive compensation package will be provided including an attractive base salary and excellent benefits. A relocation package will be provided if required. Further details will be discussed in a personal interview.

## Diversity and Inclusion Commitment

Bow Valley College is strongly committed to fostering diversity and inclusion within our community. We welcome applications from qualified candidates who would contribute to the further diversification of our employees including, but not limited to, visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

## Express Your Enthusiasm

Email a cover letter and tailored resume to [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com) to the attention of **Shalini Bhatti** or **Chelsey Howarth** indicating the job title in the subject line of the email.

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