



www.macewan.ca

OPPORTUNITY PROFILE

University Auditor

THE ORGANIZATION MACEWAN UNIVERSITY

We are a young university with a rich past.

Founded in 1971, MacEwan University inspires students with a powerful combination of academic excellence and personal learning experiences. Through learner-centred teaching, we connect with our students—creating a unique post-secondary experience that opens up diverse pathways for achievement and growth.

The university provides a transformative education in a collaborative and supportive learning environment. Creativity thrives here—through research and innovation that engages students, faculty and the community.

We are focused on our students—providing them with choice and opportunities for success with a dynamic mix of undergraduate degrees, certificates, diplomas and degree-transfer programming.



TEACHING GREATNESS: STRATEGIC VISION 2030

MacEwan University's new strategic framework, Teaching Greatness: Strategic Vision 2030, incorporates concepts of motion and change and embodies MacEwan's history.

The new vision is bold and aspirational, and it is about redoubling our emphasis on exceptional undergraduate teaching.

[TEACHING GREATNESS: STRATEGIC VISION 2030](#)

Witness the community spirit and energy of our strategic vision in the voices of our faculty, students and community leaders. <https://youtube/Teaching Greatness: Strategic Vision 2030>

STRATEGIC DIRECTIONS

We asked our community what do we want MacEwan to be in 2030? We heard a resounding consensus to build on our strengths.

Teaching Greatness

At MacEwan University we inspire greatness in our learners. It's a reciprocal relationship – we teach greatness because we have great teachers.

Our faculty are passionate about their research, their connection to community and conveying that knowledge to students.

We are known for doing, setting the bar for undergraduate learning and delivering value for our students.

Smash the Calendar

Our ability to pivot to meet the needs of industry and learners provides options and flexible pathways to success for both.

Some learners want to study full time others to do a four year in three and exit with a diploma. Others study part-time, exit with a diploma or certificate and come back later to finish a degree. MacEwan's vast array of credentials makes it possible to have that unique journey.

We will strengthen flexible options that allow students to go, and come back, to complete programs when they need to, and to help graduates create a robust academic story.

Grand as a Griffin

We are a preferred partner with businesses and community organizations. Our work-integrated learning experiences mean our grads are job-ready.

Our graduates have durable skills, a magical combination of qualities, that means they are ready to lead, to innovate, collaborate and compete.

Every MacEwan student gets meaningful hands-on experience with our community partners.

Perpetual Motion

MacEwan graduates stay in Alberta and contribute to our province and economy. We know our graduates are in demand and have a strong role to play in economic recovery and growth of the province.

MacEwan is pursuing a plan of growth in areas of demand and institutional strength. We will strengthen global connections to reach more international learners build growth in a sustainable way: a way that engages more and diverse learners, that reflects community.

Trendsetters

Our grads are ready to lead, to innovate, network, collaborate and compete, because they have been exposed to that type of critical thinking throughout their learning experience at MacEwan.

As a downtown university, our faculty and students are well-positioned to address the social, economic and environmental issues we face as a city and society.

MacEwan faculty are challenging us to contemplate what's next. They create scholarly excellence and engage learners in scholarship as part of the well-rounded MacEwan experience.

OUR PLACE IN O-DAY'MIN

MacEwan is located in the centre of the city, in the newly named municipal ward of O-day'min. O-day'min represents the heart of Edmonton, amiskwaciwâskahikan.

Our approach to exceptional undergraduate learning isn't by accident. It's because of our place. These beliefs infuse the way we behave and the choices we make, and will be brought to further life as we pursue our key directions.

We will honour our place in O-day'min as we live our strategic directions and include the key elements of:

- **Equity, Diversity and Inclusion**
We encourage and include diverse perspectives in respectful fashion, with the knowledge that a well-rounded undergraduate education can help propel people to new and greater heights.
- **Indigeneity and Reconciliation**
Gathering each day on Treaty 6 land, we're inspired by opportunities to provide exceptional undergraduate education to Indigenous learners and contribute to economic reconciliation.
- **Sustainability**
Whether it's our ecological footprint, our fiscal position or our relationships in community, we make choices with longevity in mind so we can serve undergraduate learners well.
- **Innovation and Entrepreneurship**
A willingness to embrace new and different approaches is part of what makes us unique, including a continuous drive to improve our pedagogy and remain exceptional undergraduate teachers.
- **Connections and Partnerships**
We leverage our place to make positive impacts in our community, using partnerships within our institution and beyond to deliver exceptional undergraduate learning.

THE OPPORTUNITY UNIVERSITY AUDITOR

Reporting to the Vice-President, Finance and Administration & CFO, the University Auditor (UA) will provide expertise and leadership with all audit processes within the University. In addition, the UA will ensure the financial and operating controls of the University are accurate, efficient, effective, and timely.

The UA will provide enterprise risk assessment and management, control, and other management advisory services to promote the University's strategic planning, governance, and decision-making processes.

The UA has a dotted line reporting relationship to the Chair of the Audit and Risk Committee of the Board of Governors. The role serves as a resource to the Board of Governors, Audit and Risk Committee. This includes being accountable to the Board for the Internal Audit Charter, annual Internal Audit Plan and provides regular reports to the Audit and Risk Committee.

They will lead a team of two professionals and collaborate effectively with numerous stakeholders across campus.

KEY ROLES & RESPONSIBILITIES

Key areas of responsibilities include but are not limited to:

Audit

Direct internal audits and assist external auditors for the purpose of ensuring that effective, efficient, and economical stewardship and compliance to standards are occurring throughout the University by:

External

- Work with Financial Services and the Office of the Auditor General of Alberta (OAG), our external auditors, to provide assistance and ensure the successful execution of audits.
- Coordinating audit plans with the OAG and University departments/staff to ensure all organizational requirements are met with the annual audit and any other audit(s) that may be required.
- Work with Financial Services and other departments to ensure timely follow-up and resolution to audit recommendations.

Internal

- Developing an annual Audit Plan with support from the Vice President, Finance and Admin and CFO, and monitoring, identifying, and communicating any changes in priorities during the year that may require a change to the Plan.
- Developing, implementing, and refining a disciplined but flexible audit methodology to support the rapidly changing environment and the different operating environments within the University.
- Ensuring all work is completed in compliance with the Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors (IIA).
- Building and maintaining an effective partnership with internal management with the aim of ensuring timely identification and resolution of significant risk/control issues and increasing awareness and understanding of risks and controls among management and staff.
- Performing compliance audits to ensure that regulations and rules as well as prescribed policies, commitments, or agreements with third parties are adhered to.
- Performing efficiency and economy audits to ascertain that the utilization of resources is in accordance with plans and budgets, conforms with grant/donor requirements and conditions and is in the most advantageous terms for the University.

- Ensuring that the best value for money is obtained by those responsible for decisions.

Regulations and Policies

Evaluate University-wide internal processes for the purpose of ensuring consistent and timely application of policies & procedures and compliance with statutory requirements by:

- Participating in the review of existing and proposed policies and procedures within the University for compatibility with the University's mandate and strategic goals while maintaining appropriate levels of compliance.
- Ensuring that the University is in compliance with financial and operating regulations and statutes.
- Reviewing systems established to ensure compliance with those policies, plans, procedures, and statutory requirements which could have a significant impact on operations.

Financial and Operating Controls

Evaluate University-wide internal processes & controls and recommend improvements for the purpose of ensuring the safeguarding of assets and appropriate stewardship by:

- Evaluating internal control systems to ensure they exist and are adequate to ensure that assets are safeguarded, and administrative and financial records are accurate and reliable.
- Recommending measures for the strengthening and improvement of internal control systems found inadequate or not in place.
- Evaluating and monitoring operating and financial procedures for improved control on an ongoing basis.
- Reviewing financial and operating information and the means to identify and report such information to validate the reliability and integrity of the data.
- Researching best practices as it relates to the related environment.
- Reviewing processes to ascertain whether results are consistent with objectives.

Reporting

Prepare and facilitate audit results and recommendations for the purpose of providing timely information to assist in management decision-making by:

- Conducting entrance and exit meetings with client management.
- Ensuring appropriate identification and resolution of control issues on all audits.
- Preparing audit reports containing value-added and practical recommendations and ensuring the timely issuance of quality reports for all audits.
- Obtaining Client agreement on risks and related key controls and control issues on all audits.
- Providing advice and recommendations for improvements to University management.
- Preparing quarterly summary of audit results for presentation to the Audit and Finance Committee.
- Contributing to the identification and adoption of state-of-the-art tools, technology, and techniques to optimize assurance services.

Enterprise Risk Management

- Overseeing the Enterprise Risk management program for the University including required policy, regulations, processes, education, training, monitoring and follow-up to ensure that the program meets objectives.

- Identifying, analyzing, and reporting all existing and potential risks for the purpose of the VP Finance Administration and CFO and committee decision.
- Directing the maintenance of necessary controls and processes to ensure that business and legal requirements and regulations are complied with.
- Handling all risk management processes, risk assessment, risk control, risk financing and administration.
- Designing, planning, and directing risk management activities of the University.
- Working with various stakeholders (for example legal) to identify and manage University risks and assist in the identification of key risk indicators for the University.
- Leading the proposal, planning and delivery of enterprise risk services engagements with a focus on internal controls over financial reporting, business process improvement, and business advisory services across a range of industries.
- Completing assessments, improving process design, identifying efficiencies and opportunities for improvement, and developing effective roadmaps to achieve strategic priorities for the University.
- Providing tangible advice, guidance and coaching to provide University leadership and perspective for their area.
- Managing engagement planning and scheduling as well as project financials (budgets, WIP, timely billing, collection, variance recognition).
- Providing expertise through internal and external stakeholder interactions, research and analysis, reports, technical work, management presentations, proposals, and other high-quality deliverables.
- Identify innovative ways to deliver added value to the University; ensure needs are met.
- Maintaining high-quality control and applying specialized knowledge to anticipate, identify and address issues or key risks relevant to the University.

Insurance

- Ensuring that the insurance program is maintained for the University and that all associated/required policies, processes and guidelines are developed and maintained.
- Ensuring that all University coverage needs are addressed.
- Maintaining relations with fellow CURIE and Alberta Insurance Consortium members.
- Reviewing environmental scans for emerging issues related to insurance and ensuring relevant stakeholders are informed and identified third parties are evaluated.
- Reviewing benchmarking is done with other institutions for any gaps in the insurance program.
- Fostering stakeholder risk and insurance awareness and accountability for loss prevention treatments.

Staff Supervision and Development

Supervise the Internal Audit Department for the purpose of ensuring that appropriate skill development and knowledge transfer exist to ensure the ability to carry out assignments by:

- Providing the appropriate level of direction, coaching and supervision on all assignments to all reporting staff members.

- Ensuring the audit resources have the appropriate complement of skills, knowledge and experience required to perform each audit effectively and where appropriate identify requirements to outsource specialty skills not resident within the University (e.g., IT, Forensic).
- Ensuring all reporting staff members have the appropriate complement of skills, knowledge and experience required to perform their duties.
- Fostering a diverse work environment that emphasizes high performance and teamwork, as well as professional development.
- Maintaining a high standard of work through continuous self-development and professional education as well as providing on-the-job training to junior auditors.

THE PERSON

EQUAL OPPORTUNITY

MacEwan University is committed to equity, diversity and inclusion and recognizes that a diverse staff/faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Leaders International and MacEwan University throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities. All qualified candidates are encouraged to apply.

QUALIFICATIONS & EDUCATION REQUIREMENTS

The ideal candidate will have a post-secondary degree in Accounting, Business, or Finance. A CPA designation is required. The individual will have extensive knowledge of the audit processes and procedures. They will have significant analytical and problem-solving skills and will be able to manage competing priorities and meet critical deadlines. The candidate will have a significant track record of success in an audit or internal audit function, with a strong preference for internal audit experience. Having previous experience working in a publicly funded and/or postsecondary institution is desirable.

KNOWLEDGE, SKILLS & ATTRIBUTES

Strategic and Visionary Thinking: You possess the ability to formulate and articulate a future vision and can translate it into strategies and action plans that will enable the organization to achieve its strategic objectives. You are extremely competent at translating the vision into a common language in such a way that those following are motivated and inspired.

Clear, Collaborative Communication: You have exceptional interpersonal and relationship development skills and can establish productive relationships with key stakeholders. You can influence others through well-developed verbal and written communication skills. You are a team player who works collaboratively with business partners and colleagues, continually looking out for what is best for the organization.

Analysis and Problem-Solving: You consider many sources of information and evaluate source material in an objective and pragmatic manner. You conduct appropriate research to assist your decision-making and will always carefully deliberate before a final decision is made. You can generate solutions to difficult problems after careful examination and evaluation of relevant facts. You make decisions in the face of adversity, with the ability to analyze possible courses of action and determine the strengths and possible consequences of each course of action before making a decision.

Organization: You possess the capability to handle multiple projects and coordinate various activities while ensuring deadlines are met and prioritizing workloads effectively. Your project management skills are highly refined, enabling

you to plan, manage, facilitate, and participate in multiple projects simultaneously. You exhibit a proactive and responsive approach to your responsibilities, approaching them with enthusiasm and energy.

Customer Service Orientation – You are very client centred. Build positive relationships both internally and externally. Appreciate the work you are doing is to support improved performance on campus. You are seen as a support to others and are sought after for advice and guidance.

Teamwork: You strive to promote cooperation and unity throughout the organization. You consistently boost morale, facilitate understanding, and garner support for organizational operations and initiatives. Your approach fosters a team-oriented culture that promotes cohesion and enables effective problem-solving.

Integrity and Trust: You are widely trusted, seen as a direct, truthful individual and can present the unvarnished truth in an appropriate and helpful manner. You keep confidence and appreciate the sensitive nature of discussions related to University matters.

Results Orientation - Focuses on results and completing objectives within the framework defined by the University's plans and policies.

Personal Effectiveness - Demonstrates an ability to reflect, clarify and commit to what is important, take responsibility for growth and development, and contribute to positive and productive work and learning environments.

COMPENSATION

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

FOR INFORMATION PLEASE CONTACT

Ardyce Kouri or Diana Ly

Leaders International Executive Search
Suite 501 Fox One
10226 – 104 Street
Edmonton, AB T5J 1B8

Phone: 780-420-9900

Email: Edmonton@Leadersinternational.com

