

The Thunder Bay Catholic District School Board

invites applications for the positions of:

Internal Auditor – 1.0 F.T.E. (Permanent)

The Thunder Bay Catholic District School Board is seeking qualified applicants for the position of Internal Auditor. Reporting to the Regional Internal Audit Manager, the Internal Auditor is responsible for the planning, execution and reporting of risk based internal audits of varying complexity for the school boards within the Thunder Bay region (Thunder Bay Catholic DSB, Lakehead DSB, Superior North Catholic DSB, Superior Greenstone DSB, Northwest Catholic DSB, Rainy River DSB, Kenora Catholic DSB, and Keewatin Patricia DSB). This position is also responsible for the preparation and presentation of reports to various stakeholders. The Internal Auditor will use senior level expertise to identify improvements/best practices and make recommendations as required to the existing audit framework. The position is based in Thunder Bay with some travel required.

The successful applicant will be offered the ability to add value by using their expertise to enhance public confidence in the education sector. Pride can be taken in the ownership of helping to build this internal audit function from the ground up. This position includes a salary that will be commensurate with experience, as well as an excellent benefits package that includes eligibility for the OMERS pension plan.

Qualifications:

- Professional Accounting Designation.
- 3 to 5 years relevant experience, which includes at least 3 years of audit experience. (preferably internal audit)
- Advanced knowledge of generally accepted audit standards and accounting principles.
- Proven written and verbal communication/presentation skills.
- Excellent attention to detail.
- Excellent analytical and problem-solving skills.
- Strong interpersonal skills to develop and maintain relationships with clients, colleagues, and other internal/external stakeholders.

For more information regarding this position, please visit the job opportunities section of our website at www.tbcdsb.on.ca.

The successful applicant will be required to provide a Tuberculin Skin Test and a Vulnerable Sector Screening document deemed satisfactory to the Board. Applicants are required to submit a completed application for Non-Educational Positions (available at the Catholic Education Centre or visit www.tbcdsb.on.ca), cover letter, and résumé no later than 3:30 p.m. September 13, 2010 to the:



Employee Services Department
Thunder Bay Catholic District School Board
459 Victoria Avenue West
Thunder Bay, ON P7C 0A4
or fax to 807-625-8601



Thunder Bay Catholic District School Board

Bob Hupka
Board Chairperson

John De Faveri
Director of Education