

JOB SPECIFICATION: EXECUTIVE ASSISTANT TO AUDIT COMMITTEE

Pay Grade Level C, The City of Calgary Exempt Salary Structure for 2017: \$61,891 - \$92,256

JOB SUMMARY: Provides professional executive support for the audit committee in fulfilling their governance responsibilities for the City of Calgary and their autonomous bodies, where applicable.

MAJOR DUTIES & RESPONSIBILITIES:

45% - Coordinates the legislative activities of the Audit Committee and its sub committees; including: preparing agendas for Audit Committees' meetings, in concurrence with the Audit Committee Chair and the Audit Committees' work plan; researching best practices and governance roles for audit committees; preparing and presenting reports with recommendations based on conducted research as required.

10% - Coordinates training for Audit Committee members; including the coordination and maintenance of any changes required to ensure the currency of the Audit Committee Orientation Manual.

10% - Provides project management and support for performance audits (value for money audits) and special studies as approved by Audit Committee and/or Council.

10% - Prepares and supports the achievements of the annual Audit Committee work plan as approved by Audit Committee, with input from the Audit Governance Stakeholders.

10% - Liaises with the key Audit Governance Stakeholders (Audit Committee, Council, City Auditor, External Auditor, City Manager's Office, Finance, IT etc.).

5% - Prepares annual Audit Committee Budget and manages monthly reporting cycle.

5% - Researches, prepares and recommends changes to Audit Committees' Bylaw (terms of reference), to ensure it reflects best practices in audit governance.

5% - Conducts public policy and other research requested by Audit Committee.

SUPERVISION RECEIVED: Reports to the Chair of the Audit Committee.

MINIMUM QUALIFICATIONS: Experience providing executive administrative services is required; broad based government (municipal) administrative services experience is preferred. Combination of education and related experience will be considered, this may include: High School and +10 years of related experience; Certificate Program (equivalent to 1-2 years of study) and 8-10 years of related experience; Diploma (equivalent to 2-3 years of study) and 4-7 years of related experience; Undergraduate degree (equivalent to 3-4 years of study) and 1-3 years of related experience.

Knowledge and experience of accounting, auditing, financial management, business, public policy and economics are considered assets.

SKILLS AND ABILITIES: Political astuteness, ability to work independently, strong initiative and the ability to recognize and research issues and deliver results; strong presentation and communication skills.

WORKING CONDITIONS: Typical office environment.

Human Resources

March 2017