

Job Class Profile: Audit Technician I**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	2	3	3	1	2	
Points	187	50	13	19	60	65	62	21	21	498

JOB SUMMARY

The Audit Technician I performs basic auditing work in assisting auditors to carry out field audit operations, within the Department of Auditor General.

Key and Periodic Activities

- Carries out various audit procedures as set out in approved audit programs under the direct supervision of the auditor concerned.
- Under close or direct supervision of an auditor, compiles various audit working papers pertaining to or resulting from the audit procedures carried out.
- Under the direction of an auditor or other appropriate official of the department, becomes thoroughly knowledgeable and proficient in performing routine and less complex auditing procedures and compiling proper and adequate audit working papers.
- Attends and participates in any in-house training and instruction arranged by the department.
- Undertakes and maintains satisfactory progress in a formal course of training in accounting, if so required by the Auditor General.
- Travels, within the Province, as necessary to perform duties assigned.

SKILL**Knowledge****General and Specific Knowledge:**

- Generally Accepted Accounting Procedures.
- Various related business application software.

Formal Education and/or Certification(s):

- Minimum: 2 to 3 Year post secondary Diploma, such as Business Administration, supplemented by the completion of or exemption from a minimum of two courses on the CGA or CMA program.

Years of Experience:

- Minimum: Under 1 year of related experience.

Interpersonal Skills

- Interpersonal skills utilized include listening and asking questions to gather the information required to complete an audit.
- The most significant contacts include employees within the immediate work area to gather information pertaining to the assigned audit and the Auditor or Audit Manager to obtain advice and direction on an ongoing basis.

EFFORT

Physical Effort

- Occasionally work demands result in considerable fatigue, requiring periods of rest.
- There is a requirement to lift or carry items up to 25 lbs. Physical lifting and/or carrying of a computer, audit bag trolley, printer/scanner equipment from department to department as well as files associated with previous and present audits can cause strain and fatigue.
- Driving, standing and walking are also required.
- The accommodations provided during an audit are not always ergonomically suitable for the amount of time that is required to be sitting to complete the task.
- There is a constant requirement for fine finger precision work while sitting and utilizing the computer and mouse.

Concentration

- **Visual** concentration and eye strain is constant while staring at a computer screen which maybe incorrectly sized or impacted by poor lighting.
- **Auditory** concentration is also constant while collecting necessary information and is often strained because of environmental noise.
- **Hand/eye co-ordination** is required when using database functions, workbook/spreadsheet applications for updates, data entry and carrying forward files from specific locations for present year work.

Complexity

- Performs a series of tasks or activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined and closely monitored on an ongoing basis.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled and reviewed through discussions and analysis of reports and working papers completed.
- Work is performed in a controlled environment where checks & balances and appropriate levels of approvals are established. Some discretion within pre-determined limits as controls within the work are consistent with generally accepted accounting principles and policies.

Impact

- May impact information, processes and systems, information, finances and corporate image.
- Impact is mitigated by the close supervision and checks and balances in place.

Development and Leadership of Others

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| <ul style="list-style-type: none"> — Not responsible for the supervision of staff and typically does not have development and leadership responsibilities. |
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WORKING CONDITIONS

Environmental Working Conditions

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| <ul style="list-style-type: none"> — There is no requirement for any special precautions or safety equipment. — The likelihood of minor cuts and injury is limited. — Occasional exposure to unusual/distracting noise, dirt/dust, glare, lack of privacy, awkward or confining workspaces, adverse weather conditions and travel. |
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