

Job Class Profile: Pensions Auditor II**Pay Level: CG-38 Point Band: 848-881**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	5	5	5	4	2	
Points	280	83	13	19	150	108	103	86	21	863

JOB SUMMARY

The Pension Auditor II is responsible for financial analysis and auditing of internal operating processes and systems of the Pension Administration System (PAS) and external reporting organizations to identify deficiencies and weaknesses in areas that may jeopardize the financial stability of pension plans.

Key and Periodic Activities

- Develops, implements and monitors system controls and procedures to ensure a comprehensive financial monitoring program.
- Monitors financial information and contributions reported and processed and ensures that information is correctly processed and maintained on the PAS.
- Plans, organizes and oversees audits and examinations of external organizations participating in various pension plans to ensure compliance under legislation.
- Analyzes and assesses the accounting and financial systems to identify system control weaknesses.
- Prepares comprehensive audit reports and recommendations for action.
- Advises and conducts system reviews and analysis to ensure accuracy of information.
- Meets with senior officials of organizations to discuss and resolve audit findings, provides advice, information and clarification of policies, procedures, requirements on interpretation and application of relevant legislation.
- Provides advice and guidance on problems encountered with system operation and revised system procedures.
- Supervises, trains and provides technical advice on appropriate audit and examination techniques.
- Oversees the preparation, distribution and completion of annual pension contribution audit reports.

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

- Financial Management
- Auditing principles and techniques
- Accounting financial reporting systems
- Benefit administration systems

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Business Administration or Bachelor of Commerce supplemented by the completion of courses on a recognized professional accounting designation.

Years of Experience:

- Minimum: 2 years to 3 years experience

Competencies:

- Ability to use various computer applications to analyze financial information.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening, asking questions and gathering information, providing routine information and direction, gaining the cooperation of others, instructing/teaching/training and communicating complex information to others.
- Communications occur with employees within the immediate work area and department and with officials of outside organizations as well as with supervisor/manager, student/trainees, members of professional associations and professional advisors.
- The most significant contact is with employees within department, senior officials of organizations and various pension plan members.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- Occasionally lifts/moves boxes of files or office supplies up to 25 lbs.
- Constantly required to perform fine finger/precision work while sitting and operating a computer keyboard and mouse.
- Work provides the opportunity to stand and walk within the office environment or while conducting audits.

Concentration

- **Visual concentration** may include constantly staring at a computer screen to read and review financial information, analyze and review internal and external system reports and data, prepare reports and documents using spreadsheets.
- **Auditory concentration** may include regularly listening to multiple stakeholders, answering the telephone multiple times a day.
- **Repetition requiring alertness** is required to input statistical information, work with spreadsheets, monitor financial information and to ensure information is processed correctly.
- **Time pressures and deadlines** exist to adhere to annual reporting requirement deadlines.
- **Exact results and precision** is constantly required to perform financial analysis and auditing work.

Complexity

- Work tasks are generally different and diverse with a variety of responsibilities but allow for the use of similar skills and knowledge (Financial management, Auditing and Accounting).
- Performs complex financial analysis as well as the more complex audits of larger organizations to ensure compliance under legislation.
- Typical problem is the identification of errors in financial, contribution or human resource information in systems and ensuring it is corrected. This is accomplished by way of the preparation of reports and the analysis of information contained there in with the cooperation of internal and external participating employers.
- References available to address challenges and issues include the supervisor/manager and relevant legislation, regulations, policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed under the general direction of the Manager or Director with broad latitude for independent decision making within legislative authority and applicable policies and procedures with work reviewed through discussion, review of working papers, reports, meetings and observations of results achieved.
- Able to independently assign tasks to junior staff. Resolves complex audit items referred by junior staff.
- Require supervisory approval for purchases and travel, disbursements of funds, and audit recommendations.
- Exercises a high degree of discretion in implementing and monitoring system controls and procedures.

Impact

- Results of work tasks generally impact the immediate work area, department and group and on external organizations.
- Results of work tasks impact on processes and systems, finances, material resources and information.
- Errors or mistakes could directly impact individual pension benefits, participating employer's finances, financial stability of pension plans or non-compliance with legislation.
- Errors or mistakes are mitigated since the work performed is reviewed through discussions with management, review of working papers, reports and observations of results achieved.

Development and Leadership of Others

- Responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.

- Limited likelihood of minor cuts, bruises, abrasions, illness or injury.
- Exposed to computer glare and unusual or distracting noise.