

Job Class Profile: Senior Fisheries Auditor

Pay Level: CG-42 **Point Band:** 994-1037

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	2	4	7	5	5	4	3	
Points	327	100	13	19	210	108	103	86	32	998

JOB SUMMARY

The Senior Fisheries Auditor plans, coordinates and monitors the audit and review of all fish buying and processing operations licensed under the Fish Inspection Act and Regulations throughout the province.

Key and Periodic Activities

- Leads and oversees the audit section responsible for the audit and review of fish buying and processing operations.
- Performs advanced compliance, financial and investigative audits and reviews of fish buying and processing operations licensed under the province.
- Analyzes audit findings to determine compliance with legislation, policies and procedures and directives.
- Prepares detailed reports and summary letters outlining audit findings and recommendations for corrective action.
- Plans, assigns and reviews the work of Fisheries Auditors.
- Trains and supervises Fisheries Auditors in the performance of compliance, financial, and investigative audits and reviews of fish buyers and processors located throughout the province. Reviews Fisheries Auditors reports to ensure accuracy and that a professional level of quality is maintained.
- Plans and monitors a variety of audit projects, setting priorities and deadlines for completion.
- Recommends and implements changes to audit procedures, techniques and methodologies to ensure quality audit service delivery.
- Prepares for audit by obtaining licensing information, reported production and gathering of any pertinent information pertaining to the fish buyer or processor.
- Prepares briefing notes for and meets with senior management and executive.
- Consults with legal counsel, police agencies and other audit and enforcement bodies as required and appears as an expert witness at legal proceedings and presents evidence supporting audit findings.
- Prepares monthly and yearly audit plans.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Auditing and computer assisted auditing techniques <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Graduation from a college or university with an Undergraduate Degree in Commerce or Business supplemented by an accounting designation. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2-3 of related job experience in auditing <p>Competencies:</p> <ul style="list-style-type: none"> — Apply Generally Accepted Auditing Standards and Generally Accepted Accounting Principles — Apply Computer Assisted Audit Techniques (CAAT) — Write text to communicate complex information, letters and policies — Report writing — Analysis and assessment — Coordinate a range of related projects — Provide advice
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used including listening to information from others, providing routine information and expert advice to others, communicating complex auditing related information, asking appropriate questions and listening to responses enables a good understanding of the auditing process and gaining the cooperation of others to complete work assignments, address issues and/or solve problems. — Communications occur within the immediate work area, department and outside the organization with co-workers, manager and director, fish plant owners and fish buyers. — Most significant contacts include peers within the immediate work area to plan and discuss audits, fish buyers or processing plants during the audits to gather the required information and co-workers of other Divisions.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job are such that it does not result in fatigue requiring periods of rest. — Occasionally required to lift and/or carry an audit bag, laptop, portable printer and audit documentation which can weigh up to 25lbs. — Requires constant sitting at a desk within the Division or during site audits. Occasionally required to drive to plant locations around the province. — Constant fine finger or precision computer work is required.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required for the examination and analysis of audit documentation and while driving to and from sites.

- **Auditory** concentration is required while gathering information from clients during audits, sometimes in a noisy plant environment.
- **Repetition requiring alertness** is evident when analyzing data.
- Requires **higher than normal levels of attentiveness** when visiting processing plants and walking through areas of heavy equipment and processing.
- **Time pressures and deadlines** exist to complete audits in a timely manner.
- The senior nature of the work results in **interruptions** from other auditors in the Division.
- **Exact results and precision** is required for the accurate maintenance of audit data; auditing reports and for accurate information to be included in briefing notes.

Complexity

- Work tasks and activities are different but relate to coordinating and monitoring the audit and review of all fish buying and processing operations.
- Work related challenges/problems/issues range from having obvious solutions or which can be addressed by following procedures and/or guidelines to more complex issues which must be defined and practical solutions found or which require creative problem definition and analysis and the development of complex solutions.
- Plans and monitors a variety of audit projects, setting priorities and deadlines for completion.
- Recommends and implements changes to audit procedures, techniques and methodologies to ensure quality audit service delivery.
- Typical challenges relate to overseeing the audit and review process for fish buying and processing operations and the need to adapt sampling techniques to account for differences in the systems maintained at different sites and to understand how each system operates. Work involves developing approaches when performing advanced compliance, financial and investigative audits and reviews of fish buying and processing operations licensed under the province
- When addressing issues or challenges, reference can be made to policies, procedures and legislation for assistance.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities involve planning, assigning and following up on Fisheries Auditors' work; recommending action to alleviate problems encountered; reviewing and signing off on working papers and audit reports. Also reviews and recommends leave request and travel claims.
- The final release of all audit reports and travel requires supervisory approval.
- May exercise discretion by recommending improvements to company and departmental procedures or documentation.
- Determines the scope of the audit by developing audit programs, procedures and sample sizes.
- May ticket and/or recommend charges to be laid for certain infractions.

Impact

- Work directly impacts the immediate work area, within the Department, outside the

Department but within the Government operations, fish buyers and processing plants throughout the province and other outside public/private organizations.

- Work can impact process and systems both internally and of clients, the type of information and how it is collected, finances of the processing plant, facilities and corporate image.
- Upon completion of audits, the findings are used for internal and external purposes. Findings are used to ensure correct fees have been assessed and could result in a processor having species removed from their license. Findings may also be used to investigate illegal or irregular activity. If audit recommendations are made without the supporting documentation the reputation/image of the Department/Division will be negatively impacted.
- The Senior Fisheries Auditor works independently with guidance available from the Director as required. The Audit report and findings are reviewed and signed off by the Director. Finalized audits are sent to the permanent head and Regional Director. Because the consequence of error can be significant, the audit findings are reviewed at multiple levels prior to release.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Leads the audit section by providing leadership and guidance on a project basis; trains, plans and supervises the performance of compliance, financial and investigative audits and reviews of fish buyers and processors located throughout the province; and assists in the recruitment of Fisheries Auditors.

WORKING CONDITIONS

Environmental Working Conditions

- When conducting site visits, there are times when safety boots and protective clothing are required.
- There is a limited likelihood of minor cuts, bruises, abrasions or minor illnesses while the likelihood of fractures, injuries, illnesses resulting in partial or total disability typically does not apply.
- Occasionally exposed to unusual/distracting noise; dirt, dust, filth or garbage; glare from computer screens; fumes; limited ventilation and lighting; odours wet or slippery surfaces, lack of privacy and awkward or confining workplaces.