

Job Class Profile: Pensions Auditor I**Pay Level:** CG-29**Point Band:****622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	4	3	4	1	2	
Points	233	67	13	19	120	65	83	21	21	642

JOB SUMMARY

The Pensions Auditor I performs responsible auditing work in evaluating compliance of payroll, personnel and accounting records of Crown Agencies, Boards, Commissions and Departments of the provincial government with pension plan legislation, regulations and policies.

Key and Periodic Activities

- Conducts audits of payroll, personnel and accounting records to ensure compliance with pension legislation; prepares working paper on audit findings and a record of system control weaknesses; discusses weaknesses with organization's officials, noting their comments.
- Prepares permanent audit and working paper files; writes audit reports and executive summary for review by supervisor.
- Attends meetings of senior officials of the organization and Pensions Division to discuss audit findings.
- Develops communication channels between the organization and Pensions Division; answers pension related enquiries from organizations and interprets various sections of the Act; refers complex enquiries as required.
- Conducts follow-up of system weaknesses as directed, performs interim audit tests, writes report of results and submits to audit supervisor.

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

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

Formal Education and/or Certification(s):

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

Years of Experience:

- Minimum: 1 year of related work 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 information and direction and gaining the cooperation of others to complete work tasks.
— Communications occur with a range of contacts including employees within immediate work area, department, other government Departments and outside organizations.
— The most significant contacts are with Senior Auditors, supervisor/manager and officials from organizations being audited.

EFFORT

Physical Effort
— Work demands do not result in considerable fatigue requiring periods of rest.
— Occasionally required to lift/move objects and supplies weighing less than 10 lbs.
— Constantly required to perform fine finger/precision work while sitting and operating a keyboard and mouse.
— Work provides the opportunity to stand and walk within the office environment or while doing audits.
Concentration
— Visual concentration may include constantly staring at a computer screen to read and review 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 prepare audit files; inputting statistical data, working with spreadsheets and reports and performing audit adjustments and reporting.
— Time pressures and deadlines exist since work may have to adhere to annual reporting requirement deadlines.
— Exact results and precision is constantly required to perform auditing work in evaluating compliance of payroll, personnel and accounting records.
Complexity
— Work tasks are generally different but related, occasionally repetitive and well defined, allowing for the use of similar skills and knowledge.
— Performs the less complex audits of small and medium organizations under a general audit program and assists the senior auditors in the audits of larger organizations. Unusual or complex audit items are referred for advice and guidance.
— Typical challenge or problem relates to the audit process and determining the scope of an audit test.
— References available to address challenges and issues include Senior Pensions Auditors, supervisor/manager and relevant legislation, regulations, policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed independently or under the supervision of a senior auditor with unusual or complex items referred for advice and guidance.
- Discusses audit findings with officials from organizations being audited.
- Answers pension related enquiries from organizations and interprets various sections of the Pensions Act.
- Work is reviewed upon completion of each audit assignment for adherence to audit technique.

Impact

- Results of work tasks impact the immediate work area, government departments and various Crown Agencies, Boards and Commissions which fall under pension plan legislation, regulations and policies.
- Results of work tasks impact on processes and systems, finances, material resources and information.
- Mistakes or errors can lead to inaccurate audit reports.
- Impact is mitigated by the internal review of work prior to release by a senior auditor and/or supervisor/manager.

Development and Leadership of Others

- Not responsible for the supervision of staff.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- The likelihood of minor cuts and injury is limited.
- Occasional exposure to a number of environmental working conditions such as unusual/distracting noise, dirt/dust, computer glare and a lack of privacy.