

JOB POSTING

OPERATIONAL AUDIT DEPARTMENT

POSITION TITLE: Operational Auditor
REPORTS TO: Manager, Operational Audit
LOCATION: Toronto
LANGUAGE: English

OVERALL ACCOUNTABILITY:

The main purpose of the Operational Auditor role at SOCAN is to conduct independent and objective assurance activities designed to add value and improve SOCAN's operations. This includes evaluating and improving the effectiveness of risk management, control and governance processes.

This role also includes conducting financial statement audits of SOCAN and its related companies, and external compliance audits of SOCAN's licensees, which are conducted under tariffs approved by the Copyright Board of Canada.

The Operational Auditor should be able to work independently, which will require considerable self-motivation, the ability to prioritize activities, and the commitment to achieve completion of activities within deadlines.

RESPONSIBILITIES:

Licensee Audits	45%
Internal Audits	35%
Regular Reporting	20%

SKILL REQUIREMENTS:

- Technical knowledge in Assurance, Financial Accounting, Governance, Risk Management, Finance and Taxation
- Verbal and written communication skills
- Analytical and critical thinking
- Negotiation skills
- Organizational skills

EDUCATION AND EXPERIENCE:

- A recognized professional accounting designation (e.g. CPA or CIA)
- 3+ years of experience at a designated accounting firm
- Experience within an internal audit function would be an asset

APPLICATION PROCEDURE:

Qualified applicants are invited to apply in writing to Human Resources, Sara Smolej - Toronto Office. Please submit a resume and contact information to: hr@socan.ca.

SELECTION:

Selection will be based on factors such as past performance, previous related experience and alignment of skills with those required for this position. Only qualified applicants will be contacted for an interview.

DEADLINE:

Applications must be received by February 28, 2018.

WORKWEEK:

9:00 a.m. to 5:00 p.m. Monday to Friday. Travel is involved with this position.