Cape Breton Regional Municipality

320 Esplanade
Sydney, Nova Scotia, B1P7B9
Career Opportunities: cbrm.ns.ca/jobs
Email: jobapplications@cbrm.ns.ca
Fax: 902-563-5582

INTERNAL AUDITOR & FINANCIAL ANALYST | REGULAR FULL-TIME

JOB SCOPE: Reporting dually to the CAO & CFO, this position is responsible for carrying out the complete internal audit function for the organization, including evaluating risk management practices, internal controls, operational effectiveness, financial integrity, and compliance with applicable legislation, regulations, policies, and directives.

The role requires a high degree of technical expertise and analytical ability to collect, review, assess, and interpret financial records, reports, operational data, process documentation, flowcharts, and related information. *This position may require work outside of normal business hours as operationally required. Confidentiality of municipal information must be maintained at all times.*

DEPARTMENT: Finance **BARGAINING UNIT:** Non-union/Confidential

SALARY RANGE: $94,512 to $99,487

MINIMUM QUALIFICATIONS: (MUST INCLUDE COPIES OF THE ITEMS LISTED BELOW)

- Post-secondary degree or diploma in Commerce, Business Administration, Accounting, or a related field.
- Professional accounting designation (CPA) is required.
- Minimum of five (5) years of progressively responsible experience in accounting, finance, business administration, or a related field utilizing computerized financial systems.
- An equivalent combination of education and relevant experience may be considered.
- *Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations. This will be requested at a later date.*
- *Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity for performing tasks of the classification. This will take place at a later date.*

PREFERRED QUALIFICATIONS:

- Experience performing internal audit functions within a municipal government environment is considered an asset.

CLOSING DATE FOR APPLICATIONS: Friday, November 13th, 2026, at 4:00PM.

Please quote **Competition Reference #26.70-E** and apply using any channel below:

E-mail: jobapplications@cbrm.ns.ca | **Fax:** 902-563-5582 | **In-person or drop-box (Attn: HR):** 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

We'd like to extend our gratitude to all applicants. Applicants selected to move forward will be contacted by Human Resources.

CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.

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320 Esplanade
Sydney, Nova Scotia, B1P7B9
Email: hr@cbrm.ns.ca
Phone: 902-563-5058 **Fax:** 902-563-5582

JOB DESCRIPTION

Position Title:	Internal Auditor & Financial Analyst		
Department:	Finance	**Location:**	City Hall
Dual Reporting:	Chief Administrative Officer (CAO) & Chief Financial Officer (CFO)		
Bargaining Unit:	Non-union/Confidential		
Salary Range:	$94,512 to $99,487		

JOB SCOPE

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MAIN FUNCTIONS

Under the Direction of the Chief Administrative Officer:

- Establishes and maintains productive working relationships with Council members, directors, managers, supervisors, and employees regarding financial matters, accounting practices, and related inquiries.
- Liaises effectively with consultants, external organizations, regulatory bodies, and members of the public.
- Interacts with the public in a professional, respectful, and ethical manner.
- Serves as a member of the CBRM leadership team and demonstrates behaviors that support a positive workplace culture and excellent service delivery to residents.

Under the Direction of the Chief Financial Officer:

- Collaborates with the Chief Financial Officer to establish audit priorities, define audit scope, and develop annual internal audit plans.
- Conducts and manages all phases of internal audits, including assessment of risks, internal controls, operational processes, financial reliability, and regulatory compliance.
- Researches audit topics and benchmarks organizational practices against industry standards, legislative requirements, internal policies, procedures, and external best practices.
- Applies recognized internal auditing standards and methodologies to gather, analyze, evaluate, and interpret both qualitative and quantitative information.
- Assesses risks within business processes and programs, evaluates the effectiveness of internal controls, and recommends improvements to strengthen financial accountability and organizational performance.
- Identifies opportunities to reduce organizational risk and enhance the effectiveness and efficiency of existing controls and business processes.
- Reviews operational areas to assess quality, economy, efficiency, effectiveness, financial risk exposure, legal implications, reputational impacts, and service delivery risks.
- Prepares clear and concise audit reports outlining findings, observations, non-compliance issues, root causes, areas requiring further review, and practical recommendations for improvement.
- Provides management with actionable recommendations that support stronger controls, improved operational performance, and enhanced accountability.
- Works collaboratively with departments to develop solutions, support implementation efforts, and evaluate outcomes following process improvements.
- Maintains audit documentation and ensures all confidential and sensitive information is managed appropriately and securely.
- Detects control weaknesses, process gaps, and opportunities for cost savings, escalating significant risks to the Chief Financial Officer when necessary.
- Maintains effective communication and ongoing consultation with management throughout audit engagements.
- Assists with implementing recommendations resulting from annual external audits of the CBRM and Water Utility.
- Provides advice and guidance to Council, directors, and managers on financial administration, municipal by-laws, governance requirements, provincial legislation, and regulatory compliance.
- Reviews and evaluates departmental budgets, forecasts, business cases, and project proposals.
- Monitors spending patterns and conducts comparative analyses with municipal, regional, provincial, and national jurisdictions.
- Performs other related duties as assigned by the CAO, CFO, or designate.

MINIMUM QUALIFICATIONS

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PREFERRED QUALIFICATIONS

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KNOWLEDGE SKILLS AND ABILITIES

- Comprehensive knowledge of accounting principles, financial practices, auditing techniques, and control frameworks.
- Strong verbal and written communication skills with the ability to effectively influence and engage stakeholders.
- Excellent report-writing capabilities and the ability to prepare detailed analyses, studies, forecasts, and recommendations.
- Advanced computer skills, including proficiency in Microsoft Office applications, accounting systems, and database management software.
- Strong analytical, problem-solving, planning, and organizational abilities, particularly in financial analysis and internal auditing.
- Ability to work effectively in a collaborative team environment while managing multiple priorities and deadlines.
- Customer-service orientation with flexibility to adapt to changing priorities and organizational needs.
- Exceptional attention to detail and the ability to assess competing priorities accurately.
- Demonstrated ability to build and maintain positive working relationships with employees, municipal officials, external stakeholders, and the public.
- Commitment to teamwork, leadership, workplace wellness, safety, and fostering a constructive organizational culture.