



www.civida.ca

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P: 780-420-6161

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10232 112 Street NW
Edmonton, AB T5K 1M4

JOB POSTING

Position: Risk & Control Analyst (Fi6)

Location: Edmonton

Term: Permanent, Full-time

At **Civida** (formerly known as *Capital Region Housing*), HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

Reporting to the Manager, Risk and Internal Controls, the Risk and Control Analyst is responsible to provide support to all aspects of the enterprise-wide risk management, internal controls, and insurance programs within the organization. The position supports various tools and processes that are used across the organization for identifying, assessing, and mitigating enterprise wide and business unit level risks and controls.

Key Responsibilities:

- Support the development of the ERM system for the organization.
- Assist in the development of methodologies for the assessment of risks throughout the organization.
- Review controls, processes, and risks to ensure they have been described and mapped accurately.
- Participate in the preparation and maintenance of the risk management action plan.
- Assist in designing and implementing an overall risk management process, including analysis of the financial impact of risk and the insurance portfolios of the company.
- Create reports and tailor them to the relevant audience.
- Conduct policy and compliance audits and liaise with internal and external auditors as required.
- Provide support and training to staff to build risk awareness within the organization.
- Assist Manager in maintaining corporate insurance portfolios.
- Prepare flowcharts of business processes.
- Assist with developing and maintaining efficient and effective testing procedures and processes and evaluate the design and operational effectiveness of controls and report on findings.
- Monitor and evaluate internal controls over financial reporting, from both a design effectiveness and operating effectiveness perspective.
- Communicate any internal control concerns and when required, report on the status of compliance with internal controls.
- Collaborate with other departments to find efficiencies in assessment, control processes and testing.



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Qualifications:

- University degree in Accounting or Finance
- Accounting designation is required, candidates near completion of an accounting designation may be considered.
- Certified Internal Auditor (CIA) and/or Certified Risk Manager (CRM) designation is an asset.
- Minimum of two years of related experience required, including working knowledge of the enterprise risk assessment process.
- Knowledge of industry best practices for controls, policies and procedures.
- Sound knowledge of Generally Accepted Accounting Principles (GAAP), property and construction management, health and safety, computer operations, and maintenance principles.
- Working knowledge of Committee of Sponsoring Organizations of the Treadway Commission (COSO) and/or other internal controls frameworks.
- Understanding of the concepts of Enterprise Risk Management.
- Strong critical analysis and documentation of processes and controls is required.
- Ability to work collaboratively with internal and external stakeholders and obtain information required.
- Excellent verbal and written communication skills with strong attention to detail including the ability to communicate complex technical issues to a non-technical audience.
- Strong analytical skills needed to assess needs, interpret requirements, develop workflow and resolve issues.
- Strong computer skills in Excel, Visio and PowerPoint and ability to learn internal system applications.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to: Human Resources

Email: careers@civida.ca

Competition # 2123

Civida is an equal opportunity employer.