



Auditor General

MANITOBA

Student Auditor

Term: Summer 2025 and Full Time

Office of the Auditor General

Salary: \$25.00 per hour

Application Dates: September 5 –October 1 2024

At the **Office of the Auditor General (OAG)** we pride ourselves on positively influencing public sector performance through impactful audit work and reports. Our work goes beyond the bottom line. As legislative auditors, we serve the Manitoba Legislative Assembly, and in turn, all Manitobans. More than 55 individuals work for the Auditor General in a variety of areas, including financial statement audits, project audits, and corporate services.

FINANCIAL STATEMENT AUDITS

The Auditor General examines and audits the financial statements included in the province's Public Accounts, and any other statements with Minister of Finance presents for audit. The Auditor General is also responsible for examining and auditing public money that is not part of the Consolidated Fund, unless an Act provides otherwise.

The Office conducts financial statement audits for a number of entities within the Government Reporting Entity as well as several government sponsored pensions. External audit firms audit all other public sector entities within the Government Reporting Entity. The Government Reporting Entity includes all funds, organizations, and business enterprises controlled by the government (for example, school divisions, universities, regional health authorities, Manitoba Hydro and Manitoba Public Insurance).

As a pre-approved training office in the Chartered Professional Accountant (CPA) Professional Education Program (PEP), we are invested in helping you successfully transition from the academic world to the professional one. You will work on teams—typically with a senior auditor, a manager, and a principal—receiving hands-on training and mentorship. We are committed to offering you the training and experience you need to excel, while also providing a healthy work-life balance.

HELPING YOU SUCCEED

COMPREHENSIVE CPA CANDIDATE SUPPORT PROGRAM

Your success is our priority. We offer:

- Reimbursement of course fees and annual dues
- Paid study days
- A mentoring program
- An Internal Common Final Examination (CFE) student program
- An external CFE study program (Densmore)

COMPETITIVE COMPENSATION

Our compensation package includes:

- Competitive student salary ranges.
- A 36¼ hour work week.
- Paid overtime that accumulates at time and a half.
- 3 weeks of vacation for your second and third years of employment, 4 weeks in your fourth year.
- Membership in the Civil Service Superannuation defined benefit pension plan.
- Reimbursement of professional association membership and student fees.
- Parking, transit, and cycling reimbursement benefit and secure bike parking on site..
- Other benefits include health, dental, group life insurance, and long-term disability once eligibility requirements are met.

ONGOING PROFESSIONAL DEVELOPMENT

We are committed to helping staff members continuously enhance their professional skills. To do this we:

- Present many in-house training sessions, often with guest speakers.
- Support attendance at conferences and seminars, locally and across Canada.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada
- A satisfactory Criminal Record Check
- Ability to work overtime including evenings and/or weekends when required (limited)

DUTIES:

As a member of the financial statement division, you will work in a team setting to complete audit work on financial statement audits. The Auditor is expected to exercise sound professional judgment and must efficiently and effectively deliver assignments. The Auditor is expected to:

Gather audit evidence

- Appropriately perform all audit program procedures on assigned sections.
- Ask questions as required to clarify information/situations.
- Bring to team's/supervisor's attention in a timely manner, any new information or changed circumstances that may impact an approved planning decision.
- Prepare financial variance analysis between time periods. With assistance, evaluate explanations for major variances.

Document their work

- Produce clear, concise, well organized, relevant and reliable documentation of the audit work performed.

Manage their time and budgets

- Assigned sections of audit are completed within budget and on time, or supervisor advised in a timely manner of problems.

Comply with standards

- Comply with all professional standards and Office policies.

COMPETENCIES

Analyses

- Gathers relevant information and organize it in a logical manner. Identifies and solves problems.
- Uses basic problem analysis to recognize and define the nature of the problem.

Makes decisions

- Makes decisions in accordance with established guidelines or commonly accepted practice.

Plans, organizes and follows up

- Adheres to and relies on established work practices in planning, organizing and following up on assignment.

Team player

- Participates cooperatively and make a constructive contribution to team efforts.

Respects others/Builds trust

- Contributes to a positive work environment by being self-aware, professional and tactful.

Displays initiative

- Follows through on commitments without prompting, to successfully achieve work objectives.

TO APPLY:

Students are to log in to their corresponding portals:

UofM: https://asper-umanitoba-csm.symlicity.com/students/index.php?signin_tab=0

Summer Student – Job Listing #19181

Full Time CPA Student – Job Listing #19182

U of W: <https://fbeconnect.uwinnipeg.ca/>

Summer Student – Job Listing #2502

Full Time CPA Student – Job Listing #2501

Any candidate who is not a university student should apply with their resume, cover letter and university transcript to student.recruitment@oag.mb.ca and have “FS Student Application” in the Subject line.