

Employment Opportunity

OFFICE OF THE AUDITOR GENERAL CHARLOTTETOWN

AUDITOR

TWO (2) FULL-TIME EXCLUDED POSITIONS

This is a professional auditing position. The successful candidate will be responsible for conducting financial audits and performance audits in the public sector, under the supervision of senior audit staff. Audit assignments may vary from strictly financial statement audits to audits involving issues of economy, efficiency, and effectiveness in public sector programs and entities. This position includes responsibility for all elements of the audit process.

Key Responsibilities

- Develop and execute audit plans;
- Execute fieldwork;
- Prepare audit working papers;
- Draft audit letters and reports;
- Present finding through oral presentations and discussions with senior personnel;
- Other related duties as required.

What We Offer

- **Generous Vacation:** 4 weeks of paid vacation to start.
- **Comprehensive Benefits:** Employer-paid health and dental coverage.
- **Pension Plan:** Pension Plan through the Public Sector Pension Plan.
- **Flexible Work Options:** Hybrid work model.
- **Professional Development:** Access to a training fund to support growth & development.
- **Work-Life Balance:** 75 hours bi-weekly with flexible scheduling.

Preferred Requirements

- Canadian professional accounting designation.
- 1-2 years of post designation experience.
- Financial statement audit experience or equivalent.
- Excellent communication and writing skills.
- Strong organizational abilities.

Additional Considerations:

- Candidates with a master's degree or equivalent in research, health care, or social work may also be considered.

We thank all applicants, only those selected for further consideration will be contacted. Final candidates must provide a criminal records check. Employment is conditional upon satisfactory background checks and credential verification.

Salary Range: Excluded Level 21 ~ \$43.22 - \$54.02
Posting Id: 02AG2511
Bi-Weekly Hours: 75 hours bi-weekly
Closing Date: December 23rd, 2025

Please forward resumes (include the posting Id: **02AG2511**) to the **Office of the Auditor General, PO Box 2000, Charlottetown, Prince Edward Island, C1A 7N8** or by e-mail to dadoironhr@assembly.pe.ca. It is the responsibility of the applicant to confirm receipt of the resume prior to the closing date.