



## Data Analytics Specialist

(Salary commensurate with experience)

Reporting to the IT Audit Manager, the data analytics specialist will work hands-on with audit teams to develop (write scripts), document and perform data analytics using Computer Assisted Audit Techniques (CAATs). Working with databases, you would extract information, ensure the completeness and accuracy of the information and then analyze, interpret and support audit teams in conducting their audits. You will collaborate with audit teams to ensure the analysis is relevant, explain your analyzed results and at times present the information in meetings.

### What can I expect to do in this role?

You will:

- Work directly with audit teams in conducting their audit with relevant and appropriate data analytics, including providing suggestions over scripts that can support the teams analysis of data.
- Collaborate with audit teams and auditees to determine methods to extract data from various systems and ensure the quality of data extracted is complete, reliable and usable.
- Execute and run CAATs software to analyze data, perform data reconciliations and identify data anomalies including risk factors and potential fraud.
- Analyze, document, present analytical results to audit teams and provide conclusions/recommendations on data related issues.
- Develop and maintain data analytics script repository, codes, documents and manage security, storage and backup of data and program audit trails.
- Identify new trends in data analysis including scripts, tools and risks associated with CAATs technique including big data.
- Provide training and support to various audit teams in utilizing CAATs to perform data analytics.
- Work with audit teams to identify areas that could benefit from data analysis and visualization tools in their reports.

### Qualifications:

- Degree/diploma in Statistics, Computer Science, Computer Programming or related discipline.
- Minimum of 3-5 years of experience in a related field.

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Proven experience with analyzing large data sets using data analytic tools such as R or SAS.
- Excellent understanding of SQL, MS Excel, Data Extraction and Data Mining tools.
- Experience in designing and creating CAAT scripts and using audit related software such as MS Excel, MS Access, ACL or R.
- Proven hands-on experience in managing libraries, database management, importing and reconciling data.
- Excellent knowledge and application of various CAAT sampling methodologies and various functions such as advanced imports, extraction and automation.
- Strong interpersonal skills to maintain excellent working relationships with auditors at all levels through cooperation and teamwork.
- Strong research and analytical skills to assess multi-dimensional problems and audit issues.
- Strong presentation skills and ability to use visualization tools such as PowerPoint, Tableau, or QlikView.
- Strong oral and written communication skills.
- Ability to multitask and handle various priorities in a high-paced environment.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

**Note:** Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please submit **a covering letter and resume (as one document)**, by email quoting competition number **2003** by August 28, 2020 to:

Cindy MacDonald  
Director, Human Resources and Office Services  
Email: [resumes1@auditor.on.ca](mailto:resumes1@auditor.on.ca)

**Address:** 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.