

STAFF VACANCY AA0422

Description: Audit Analyst **AA0422**
Department: Underwriting
Type of Position: Full time / Permanent
Location: 7th Floor – Toronto

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

Responsibilities:

- Conduct post-mortem analysis on problematic and high profile files.
- Audit underwriting files in accordance with audit policies and processes.
- Conduct periodic audits of securities processes and transactions and the receipt and release of security.
- Identify areas of improvement based on audited information.
- Recommend policy and process changes.
- Assist in projects when necessary.
- Assist in the preparation of business solution recommendations for the underwriting department outlining impact and advantages of each.

Qualifications:

- University Degree in, Business Administration or Information Management, Certified Internal Auditor (CIA) certification is an asset but not mandatory.
- 3 – 5 years' progressive experience working in an auditing capacity and/or as an operational analyst.
- Experience with utilizing a variety of research and data analyst techniques is preferred.
- Strong knowledge of Microsoft Excel
- High level of oral and written communication skills.
- Ability and willingness to work in a team environment with all levels of the organization.
- Proven experience in solving complex problems.
- Ability to work independently, organized and able to multitask.

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **AA0422**, to careers@tarion.com.

Only those selected as potential candidates will be contacted.