

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Director of Financial Reporting and Accountability (FRA), the Manager of Financial Reporting and Accountability leads a team of professionals consisting of six team members including the Manager. The Manager is accountable for the quarterly submissions to Treasury Board and overseeing the preparation and development of the Ministry, Department and Alberta School Foundation Fund (ASFF) financial statements/information. These statements/financial information are presented to senior executives and are published in the annual report. The Manager assists in the coordination of the material for the annual report submission. The Manager also oversees the day to day operations of the Alberta School Foundation Fund which includes a full billing cycle, collection and reporting of 331 municipalities and 18 opted out school jurisdictions. This position is the lead contact for the Auditor General and collaborates with other senior managers in resolving complex financial issues. This position is a lead in preparing briefing materials and briefing executives in preparation for Public Accounts. The position is required by the Department of Education to fulfill its accountability responsibilities under the Financial Administration Act and the Sustainable Fiscal Planning and Reporting Act.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1.) Presenting the yearly and quarterly financial statements to the executive staff including the Assistant Deputy Minister and Deputy Minister

- Provide an overview of the submission requirements
 - Go over Treasury Board's submission documents, which includes variance explanations, fiscal plan basis reports and the public sector accounting standard financial statements
 - Go over key financial highlights that need to be discussed
 - Discuss audit issues
- 2.) Supervise the preparation of the yearly annual report submission, the Ministry, Department and Alberta School Foundation Fund financial statements/information and annual audit
- This includes setting up and leading year end/quarter end planning meetings with the Financial Reporting and Accountability team
 - Reviewing working papers and assigning tasks
 - Preparing and reviewing the consolidation reporting process
 - Review reconciliations between the Fiscal plan basis reporting to Public Sector Accounting Standard reporting and ensure that the reporting is completed for the two different reporting structures
 - Determine what working papers should consist of and give direction and assistance on format
 - Ensure the working papers are efficient and provide documentation for an audit trail
 - Provide direction and assistance when needed on how layouts and financial statements are to be updated and presented
 - The lead Branch contact with Auditor General which includes:
 - Resolving issues with upper Management from the Ministry and the Auditor General
 - Meeting with the Auditor General, Assistant Auditor General, Audit Principals, Managers and other staff members i.e. Audit planning meetings, entrance and exit meetings, issue resolution, etc.
 - Working with the OAG on interim audits
 - Provide or ensure all of the information is provided to the Auditor General for their yearly audit and interim audits
 - Subject matter expert for Alberta Education's and the Alberta School Foundation Fund's financial reporting; which means giving the auditors process walk through, providing a global overview as well as detailed explanations for them
 - Must be able to defend interpretations and answer questions
 - Oversee the preparation of tables for Treasury Board Secretariat required for Fiscal Plan basis of presentation which is the budget group's method of forecast submission
 - Liaise with auditors regularly to plan the audit and discuss audit issues
 - Work closely with the FRA staff, the designer and business planning group to ensure that timelines are established and met for annual report submission
- 3.) Supervise the functions of the area and the regular accounting duties
- Ensure monthly reconciliations are completed and related journal entries are processed
 - Ensure all tasks and duties are cross trained by other team members
 - Mentor/train staff on proper financial reporting techniques and best practices
 - Conduct annual performance plans and performance assessments
 - Set up and lead weekly team meetings and monthly one on one meetings with staff
 - Give ongoing feedback to update/improve working papers, reconciliations, processes, documentation of procedures etc.
 - Provide direction, coordination and analysis to support the development and implementation of branch/department/government policies and strategies
- 4.) Supervise the accounting operations of the Alberta School Foundation Fund
- Work with School Boards and Municipalities directly to resolve issues and to introduce them to new system implementations, processes, changes, etc.
 - Review and approve the monthly 1GX to AIMS (Alberta School Foundation Fund Information Management System) account reconciliations and bank reconciliations for the Alberta School Foundation Fund
 - Review and approve all journals entries and transactions entered in the AIMS system
 - Oversee the billing and collection cycle of Education Property tax, which includes ensuring that the invoicing to municipalities and opted out school jurisdictions are reasonable
 - Ensure the quarterly Electronic Funds Transfer is done correctly
 - Approve any changes made to the linking structure between municipalities and opted out school boards for billing purposes
 - Determine process and accounting for deferrals of property tax
 - Liaise with Municipal Affairs regarding any and all different tax issues
 - Work with Legal Services and Municipal Affairs to deal with property tax deferrals

- 5.) Stakeholder Consultation, Department Policy Reviews, Internal Reviews and Special Projects
- Briefings, presentations and financial information for senior and executive managers, external stakeholders, Treasury Board, etc. are prepared in a comprehensive and timely manner.
 - Liaise with Ministry representatives to ensure appropriate understanding and application of financial reporting, policies, processes and procedures.
 - Identify and investigate situations where financial reporting procedures or applications are not consistent with government and Ministry policies and participates in re-defining procedures.
 - Research impacts and issues associated with revised financial reporting processes and develop recommendations for consideration of senior management.
 - Prepare position papers on new PSAB standards or as required by Ministry's reporting needs.
 - Undertake and/or oversee special reviews (e.g. compliance reviews for school authorities) and projects involving financial issues and school authorities.
 - Under the direction of the Director and Executive Director, identify areas of high financial risk and provide recommendations to senior management (e.g. process improvement) for risk mitigation purposes.
 - Addressing adhoc requests and coordinating projects as needed.
- 6.) Coordinate the collection of all materials needed for the appearance at Public Accounts
- Determine format and oversee the preparation of the public accounts binder
 - Coordinating the submissions from all of the different divisions in the department and developing timelines
 - Review submissions and follow up with feedback, questions or clarification for staff throughout the department
 - Develop and document the process that needs to ensure success
 - Set up and contribute to meetings as needed with Executives (ADM's, Deputy Minister, etc.) and Business Planning to develop plans, review documents to prepare for the appearance at public accounts
 - Provide direction on what is needed to different areas
 - Prepare the finance portion of the questions, briefings and information required (annual report, audit issues, etc.)
 - Ensure distribution of the public accounts binders to executives in a timely manner
 - Brief executives on issues and answer any questions executives have or provide them with information they need
- 7.) Committee work and projects
- Work with regulation review committees on updating legislation
 - Attend and contribute to the quarterly Cross Ministry Report Working Group meetings
 - Attend and contribute to the monthly Cross Ministry Accounting Officer meetings
 - Act as the ministry representative for any Cross Ministry Projects
 - Attend Cross Ministry Consolidation meetings

Problem Solving

Typical problems solved:

- Difficult or challenging situations typically handled or resolved by the Manager include:
- Working as a team to design and implement projects, programs, and processes for quality improvement
 - Analyzing existing reporting structures and evaluating methods used, including recommended or required changes, using professional judgement within the scope of Generally Accepted Accounting Standards (GAAP) and Public sector accounting standards (PSAS). i.e. Determining treatment of complicated accounting issues - i.e. Partnership agreement accounting-3rd parties
 - Working with stakeholders to determine how to deal with different issues - i.e. worked out the process on how to handle deferrals with Municipal Affairs and Legal Services
 - Must be able to juggle many deadlines and huge projects at once. i.e. prepare for Public Accounts and still oversee quarter end workload and submission
 - Must be able to provide direction when faced with decisions for system implementations and critical system issues that need immediate attention. - i.e. deal with system failures which were critical (ASFF EFT)
 - Provide direction and solutions to help with 1GX cross ministry projects
 - Discuss audit issues with upper management and work with the auditors to develop solutions or resolve issues
 - Escalate accounting issues to upper management as needed and identify recommendations for treatment or methods to resolve issues - i.e. Accruals - proper period accounting
 - Remaining continuously sensitive to the larger political and societal context in which the key departmental objectives of responsiveness, flexibility, and collaboration are to be achieved
 - Establishing and maintaining effective working relationships with external clients that result in achieving the branch's

goals and objectives

- Must be able to defend the interpretation on adopted methods of financial reporting to upper management and the Auditor General

Types of guidance available for problem solving:

The Manager works within the parameters of established legislation, policies, directives, and business plans and must be familiar with relevant Ministry budgetary and financial reporting guidelines. Key pieces of legislation and guidelines that set parameters and expectations include the Education Act, The Government Organization Act, Financial Administration Act, Sustainable Fiscal Planning and Reporting Act, Funding for School Authorities Manual, Education Guides; Private Schools and Private ECS Regulations; Auditor General reports; financial regulations and policies as determined by the Minister and Deputy Minister. Other resources available to the Manager include the Canadian Institute of Chartered Accountants Handbook and the Public Sector Accounting Standard Handbook.

The Director is to clarify broad goals, objectives, frameworks and priorities and provide consultation and guidance as necessary. Within these parameters, the Manager is delegated authority to determine approaches to responsibilities. Although a framework and guidelines exist at the government level for financial reporting, departments develop and implement specific processes that meet their unique requirements. This position is expected to research alternative methodologies to determine processes, tools and best practices that are in turn tailored to meet the unique requirements of Alberta Education.

Direct or indirect impacts of decisions:

Long-term direction and key priorities for the sector and branch are determined by the Executive Team and other senior Ministry and government officials, with relevant legislation, regulations, policies and frameworks providing broad parameters for operations. The work carried out by the Manager is complex and affected significantly by political decisions and priorities established in government and Ministry business plans, as well as the requirements of education stakeholders.

As a key member of the branch and sector management team, the Manager is jointly responsible for defining and achieving branch goals and outcomes and contributing to the achievement of relevant Ministry and government goals. The Manager works in a highly collaborative manner with the Director and other members of the branch and division to ensure programs and related services are aligned with the Ministry three-year business plan and relevant operational plans.

All analysis, information and recommendations provided must be well researched, objective, supported, credible and highly informed, with the Manager relied on to alert senior officials to potential issues and provide associated recommendations to mitigate risks or respond to sensitive accountability concerns. The actions, recommendations and decisions made by the incumbent have a direct impact on ensuring effective financial accountability of the Ministry and protecting the Ministry from undue financial risk or embarrassment.

Key Relationships

Major stakeholders and purpose of interactions:

The Manager has regular and ongoing contact with:

- Branch, sector, and ministry representatives to lead and manage financial reviews and analysis, clarify and exchange financial, governance, business operation, financial controls, and other related information and represent the sector on project teams and working groups.
- Representatives of school authorities, including private schools and private ECS operators, to provide information and interpret legislation, regulations and policies, and practices pertaining financial reporting and controls, and financial reporting.
- Office of the Controller and Office of the Auditor General to collaborate and communicate issues and requirements relating to financial preparation.
- Representatives of other departments (e.g. Alberta Treasury Board and Finance, Alberta Infrastructure) to provide and exchange financial analysis information; contribute to projects and initiatives; coordinate activities; and resolve issues and concerns.
- The Director of Financial Reporting and Accountability for guidance and support and to report findings, improvements, issues, etc that management needs to be aware of.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	CPA/CA/CMA/CGA

If other, specify:

Accounting, Finance

Job-specific experience, technical competencies, certification and/or training:

The Manager requires comprehensive knowledge of:

- Advanced financial accounting and reporting theories, techniques, and processes.
- Advanced business writing and communication skills
- Financial reporting practices of school jurisdictions, private schools and private ECS operators.
- Public-Sector Accounting Standards, Not-for-Profit Accounting standards and Generally Accepted Accounting Principles.
- Relevant Ministry and government business plan goals, mandates, and organizational structures.
- Ministry, sector, and branch business priorities, programs, operational requirements, and related issues
- Mandates and perspectives of stakeholders and clients.
- Relevant legislation, regulations, and manuals (e.g. Financial Administration Act; Government Accounting and Organization Acts; Sustainable Fiscal Planning and Reporting Act; the Education Act; Private Schools Regulation; Early Childhood Services Regulation; Funding Manual for School Authorities; Ministerial Grants Regulation).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> • Builds and maintains relationships with colleagues within department and the finance community to have resources to resolve common issues and to develop consistent strategy. • Offers support and guidance to stakeholders on complex issues and provides recommendations to Director. • Mentors team, encourages open communication and idea sharing. • Builds strong team within branch to achieve goals as a group and avoid working in silos.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<ul style="list-style-type: none"> •The manager looks for improvements to current processes and identifies efficiencies. •Works with members of other Financial Services branches and takes multiple viewpoints into consideration when problem solving.

Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<ul style="list-style-type: none"> •The manager must think ahead and plan for upcoming changes to accounting standards, policy and regulation changes, and identify potential issues impacting reporting. •Must understand the higher level operational and mandates within Education to address specific actions.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> •Consults with school authorities on wide range of complex issues and includes members of other branches to achieve collaborative results. •Collaborates with colleagues in the branch, finance community, and centres of excellence to address different issues and to find guidance as needed.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

[Manager, Finance and Administration \(M410-33\)](#)
[Manager, Financial Operations and Reporting \(M410-28\)](#)
[Manager, Financial Advisory Services \(Education\)](#)