

Update

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Financial Analyst

Current Class

Finance 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

125A

601843

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Finance, Financial Reporting, Revenue

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2022-10-11

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Financial Analyst (Analyst) provides financial guidance and strategic analysis of financial processes within the Ministry. This role involves managing reconciliations, ensuring compliance with financial policies, and driving continuous improvements. The incumbent will act as a key liaison between program areas, management, and external stakeholders, supporting decision-making through financial analysis and process improvement recommendations.

The Analyst supports both the Revenue and Reporting units by ensuring data integrity and assisting with day-to-day processes and procedures. This role involves understanding the full cycle of revenue and reporting processes, ensuring that relevant and adequate documentation is obtained to support the branch managers in meeting the Office of the Auditor General's (OAG) audit requirements. The Analyst also ensures the proper interpretation and application of accounting principles.

Responsibilities

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

1) Financial Advisory and Oversight:

- Provide professional financial direction and guidance to Program Areas (PAs), ensuring alignment with Ministry financial policies and best practices.
- Support the managers in reviewing non-purchase order bulk upload to ensure accuracy of financial transactions recorded in the 1GX system.
- Respond to complex internal and external financial inquiries related to the 1GX system, invoices, payments, receivables, and revenue.
- Provide support in resolving issues related to stop/replacement/manual/emergency returned payments, ensuring appropriate risk management.
- Conduct ad-hoc financial analysis to support strategic decision-making and program efficiency improvements.
- Coordinate the Ministry's applications for Expenditure Officer Designations.
- Act as the Ministry Authorized Designate to review and verify BP requests before sending to Service Alberta and Red Tape Reduction.

2) Financial Reporting, Analysis, and Reconciliation:

- Prepare reconciliation of general ledger accounts within the Revenue Administration Unit to support the accuracy and completeness of revenue-related transactions.
- Assist with the preparation of working papers and variance analysis for key financial accounts, including Accounts Payable, Accounts Receivable, Write-offs, and Revenue to support the departmental financial statements.
- Prepare journal entries for key transactions, such as Canada Health Transfers, Hospital and Medical Reciprocal (HMR) transactions, Electronic Fund Transfer (EFT) rejects, and other critical financial adjustments for correction and reconciliation.
- Assist the branch management team in developing training materials for year-end financial workshops.
- Prepare, analyze, and reconcile financial information for assigned working papers to support the department financial statements.

3) Financial Process Enhancement and Stakeholder Collaboration:

- Assist the management team in developing and implementing continuous process improvements to enhance financial efficiency, accuracy, and transparency.
- Provide input, analysis and feedback to streamline existing internal financial policies and procedures.
- Identify and address transactional and systematic issues and concerns.
- Prepare and submit high-level reconciliation payment reports to Alberta Health Services (AHS) and ensure accurate and timely accrual reporting. Timely submissions are critical for AHS to complete their bank reconciliation and reporting, which has material effect on the consolidated Ministry financial statements.
- Provide inputs in internal and external meetings regarding financial system updates such as on the mainframe replacement.

-Collaborate with cross-functional teams and external stakeholders to resolve financial reporting and reconciliation challenges.

-Stay updated on Treasury Board and Office of the Controller's policies and directives to assist in their implementation within the department.

4) Revenue and Collections Management:

-Assist the review, analysis, and collection of outstanding Claim Recovery Invoices, identifying and implementing appropriate collection strategies.

-Prepare write-offs for overdue invoices ensuring proper compliance with financial policies and reporting requirements.

-Prepare adjusting journal entries for coding corrections, reconciliations, and other various financial transactions.

-Monitor and maintain prior year accruals tracking, following up on long overdue accruals and clearing over/under accruals regularly.

-Prepare reconciliations to ensure accuracy and completeness of financial data in 1GX on transactions from the legacy system (CLASS System).

-Analyze general ledger accounts for errors, initiating necessary corrections in consultation with program areas.

5) Internal Control and Compliance:

-Perform compliance reviews to manage financial risks related to expenditures by doing daily and weekly sampling of all NPO and concur expense transactions.

-Assist the management team in reviewing financial transactions to ensure conformity with acts, regulations, policies, procedures, and accounting frameworks (Department, GoA, GAAP, PSAB).

-Investigates and resolves any discrepancies found in financial data.

-Ensure that contracts and payments adhere to Ministry financial policies, Treasury Board directives, and financial controls.

Problem Solving

Typical problems solved:

The position utilizes critical thinking and analytical skills in combination with professional judgment and ethical principles in accounting, including:

-Understanding of government financial legislation, regulation and policies: Financial Administration Act, Treasury Board, and Office of the Controller' directives.

-Knowledge of financial statements, department financial systems and databases (i.e. Mainframe, CLASS & 1GX System).

-The ability to analyze and transform raw data into informative, presentation quality reports quickly and efficiently.

-The position requires the incumbent to operate with a strong degree of independence and exercise strong professional judgment in finding appropriate solutions to problems.

-The position has significant client contact with other staff at various levels in the department, other ministries and external stakeholders, such as AHS.

-The ability to balance and handle both complementary and conflicting priorities in both an efficient and effective manner.

-The position is required to develop and implement new and updated processes and approaches, and consistently seek continuous process improvements.

Types of guidance available for problem solving:

The employee will be supported and guided by the management team for any questions and issues that may arise. There will also be helpful resources available in the Health SharePoint site and Hello 1GX site.

Direct or indirect impacts of decisions:

This position must be able to multi-task and prioritize activities and must use discretion when dealing with confidential information.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Financial Reporting Branch

Other Branches - Provide assistance on any accounting and reporting inquiries

ADMO - Managing deadlines and requests for information.

External

Provincial Health Agencies

Provincial Health Corporations

Alberta Health Services - submission of weekly, monthly, quarterly reports.

Collaborate with peers in other ministries to support the One Finance Approach

OAG - address audit questions

Required Education, Experience and Technical Competencies

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

If other, specify:

Finance, Accounting, Commerce or Management

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

- University degree in Business/Accounting plus three years progressively responsible related experience or related diploma plus five years directly related experience.
- Proficient knowledge and understanding of accounting standards and principles.
- Strong understanding of financial systems preferably with experience with 1GX SAP Reporting Tools.
- Well-developed and demonstrated knowledge and experience with financial internal controls.
- Ability to work independently with minimum supervision with demonstration of excellent creative, analytical and problem solving skills.
- Ability to manage multiple tasks.
- Organizational and time management skills.
- Excellent interpersonal and communication skills.
- Develop and deliver education, training and awareness workshops for departmental staff.
- Knowledge of policies, regulations, acts, statutes, procedures, and manuals relevant to the position.
- Preference will be given to individuals with knowledge of government/departmental Financial Policies and Procedures and guidelines.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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 	The ability to anticipate, assess and readily adapt to changing situations and issues, while making thought-out recommendations.

		takes action in uncertain situations and creates a backup plan	
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 	Work on multiple projects requiring interaction with various staff throughout the organization. Excellent interpersonal skills to successfully build relationships with branch staff, Finance contacts throughout the department and cross-Ministries.
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 	Break down problems, undertake research and investigation, and draw on experiences to solve problems.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Have a strong commitment to learning, invest in development opportunities. Support the development of others by sharing knowledge as appropriate.
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 	Anticipate outcomes and potential impacts across interrelated areas and factor these into planning.

	<p>opportunities</p> <ul style="list-style-type: none"> • 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 	
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Benchmarks

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

Financial Analyst, Finance 3 - Mental Health & Addiction

Financial Analyst, Finance 3 - Jobs, Economy, Trade and Immigration

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

