

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Team Lead, Revenues

Current Class

Finance 4

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

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

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services, Financial Ops

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Director, Financial Operations

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Preparation of financial statements for LSF, TIER and annual report for EPSF.

Activities:

- Preparation of financial statements for Technology Innovation and Emissions Reduction (TIER) which includes preparation of worksheets, notes, schedules, and monthly reconciliations.
- Preparation of financial statements for Land Stewardship Fund (LSF) which includes preparation of worksheets, notes, schedules, and monthly reconciliations.
- Preparation of annual report for Environmental Protection Security Fund (EPSF) which includes preparation of worksheets, notes, schedules, and monthly reconciliations.
- Review and assurance of public land sale information received from Forestry and Parks.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Financial Operations and working under the authority of the Executive Director and Senior Financial Officer, the Team Lead, Revenues is responsible for leading and supervising the revenues team of three professional staff and managing revenue activities within relevant legislation, Acts, Regulations, policies and procedures to ensure financial revenue reporting for the Ministry is timely, complete and accurate.

The position is critical in preparing and ensuring the revenues information is within the guidelines of the CICA Handbook particularly the Public Sector Accounting standards, as well as the relevant Acts and Regulations, for inclusion in the Ministry quarterly and annual financial statements.

Team Lead, Revenues position has a key liaison between the Ministry and the Auditor General by coordinating the year-end revenue audit of Financial Statements on the revenues matters.

The position provides advice and analysis on financial policies, the various financial systems and processes used by the Ministry, and Government of Alberta guidelines. Respond to Action Requests, including preparing management reports and briefing notes as required.

Team Lead, Revenues position represents the Ministry in Government of Alberta cross-ministries working committees on revenue matters.

Responsibilities

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

1. Lead and direct the financial revenues team in managing revenue activities within relevant legislation, Acts, Regulations, policies and procedures to ensure financial reporting for the Ministry is timely, complete and accurate.
2. Prepare financial information within the guidelines of the CICA Handbook particularly the Public Sector Handbook and Guidelines, as well as the relevant Acts and Regulations, for inclusion in the Ministry quarterly and annual financial statements.
3. Preparation of financial statements for LSF, TIER and annual report for EPSF.

Activities:

- Ensure that financial reconciliations are completed in a timely and accurate manner and appropriately reviewed.
- Supervise and review the reconciliation of revenue and receivable information from the departmental revenue system (CARS) to IMAGIS to ensure accurate recording of revenues.
- Prepares the quarterly and annual revenue lead sheets and working papers to support the revenue information in the Financial Statements, to be reviewed by the Office of the Auditor General (OAG) related to revenues.
- Assists in preparation of notes to the Financial Statements as they pertain to revenue, accounts receivable, security deposits and provide variance analysis for the Minister, Treasury Board and Auditor General as required.
- Prepares knowledge of business (KNOB) documents and instructions for OAG / Year end, and coordinates with, program area staff involved with providing financial information to ensure a high

degree of accuracy in reporting, and in accordance with department policies.

- Prioritizes inquiries and follows-up to ensure high levels of customer service are maintained.
- Supervise the timely administration of functions associated with the processing of revenue and refunds, and the collection of receivables, while ensuring adherence to established policies and procedures.
- Reviews and analyzes the reconciliation of monthly billing, accounts receivable, general ledger and provides financial reports for external and internal users.
- Ensures processes that provide for the timely recognition of revenues for the Ministry.
- Assists program areas by preparing documentation to obtain approval for write-offs from the Deputy Minister and the Senior Financial Officer.
- Supervises the administration of revenue transactions for the Technology Innovation and Emissions Reduction Fund (TIER). Calculates and ensure timely transfer of funds from TIER to General Revenue Fund (GRF).
- Supervises the recording and reconciliation of Environment Protection and Security Fund (EPSF) system to 1GX for various forms of securities under the authority of Environmental Protection and Enhancement Act (EPEA).
- Provides Budget and Forecast area with revenue forecasts and cash bank balances for expenditures flowing through the EPEF.

4. It is the primary liaison between the Ministry and the Auditor General and coordinates the year-end revenue audit of Financial Statements.
5. Provides advice on financial policy, the various financial systems used by the Ministry, and CICA guidelines. Represent the Ministry in Government of Alberta cross-ministries working committees finance matters.

Activities:

- Liaise with the OAG and/or Corporate Internal Audit Services regarding any audit concerns raised and, where required, ensure that processes, procedures or other controls are put in place to resolve the concerns.
- Acts as liaison with Department of Energy and the Department of Service Alberta and Red Tape Reduction with regard to shared services in revenue processing and system requirements & improvements.
- Liaise with various GOA systems departments (e.g. CARS and EPSF) to resolve financial system issues and how the systems can be developed better for future.
- Provides financial advice to program areas in terms of financial matters. Reviews the monthly/quarterly aged analysis report and consults with the program areas on both debit and credit balances. Reviews the calculation of interest on refunds processed for EPSF.
- Respond to Action Requests; prepare management reports, and briefing notes.

Problem Solving

Typical problems solved:

This position provides financial monitoring, financial assurance, analysis and advisory services to support Ministry revenue recording, processing and reporting, ensure Ministry representatives have accurate and timely information for planning and decision making. The Team Lead requires a comprehensive understanding of Ministry program areas, revenue processes and systems, and financial reporting requirements to respond to inquiries and initiate appropriate actions to resolve discrepancies pertaining to revenue activities. Provide guidance and advice to the Revenue Analysts.

This position is relied on to apply strong technical knowledge of accounting principles and system environments to determine solutions to complex revenue reconciliation and reporting issues and transactions. In addition, the Team Lead key responsibilities for the coordination and preparation of revenue reporting information for input to Ministry quarterly and year-end financial statements published

in the annual report. This position also participates in cross-ministry committees and project teams dealing with revenue accounting and reporting issues to ensure Ministry views and perspectives are appropriately represented.

In addition to comprehensive understanding of Ministry program areas and associated requirements for revenue financial information, this position requires a thorough understanding of the accounting, financial processes and systems used in preparation of financial statements for TIER, LSF and annual report for EPSF.

Initiative, critical thinking, and analytical skills and sound professional judgment are required to develop new or revised approaches to collecting, analyzing, and reporting information and to identify issues and develop solutions associated with systems and procedures affecting Ministry revenue processes and internal controls.

Types of guidance available for problem solving:

For problem solving guidance, refer to resources like desktop procedures, knowledge of business documents (KNOB) and training material for systems like 1GX, CARS are available on-line. All work is performed within the parameters of established legislation, regulations, directives, and accounting policies and guidelines. The Team Lead receives general direction from the Director, with work reviewed in terms of achievement of outcomes; appropriate application of policies, directives, and guidelines; quality of recommendations and solutions developed; and the extent to which results meet requirements of colleagues, clients, and partners.

Decisions outside established policies and processes, or without precedent, are discussed with the Director in addition to highly unusual or sensitive issues.

Direct or indirect impacts of decisions:

Provide advice to senior management, program managers and department staff throughout Alberta on various routine and non-routine accounting policy and procedure issues.

Use professional judgment to identify issues of a complex and/or sensitive nature that may require the involvement of the Director, Executive Director or Senior Financial Officer.

Provide advice and guidance to staff in preparation of quarterly and annual financial information for the Ministry financial statements, and review to ensure completeness for external reporting in the Annual Report.

Participate on departmental and Cross-Government committees and work groups involving financial matters and best practices.

Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders include:

Internal: program staff, senior management, Senior Financial Officer and Executive Committee.

External: Department of Energy, Treasury Board and Finance, Office of Auditor General, Corporate Internal Audit Services

The Team Lead has regular contact with:

- Ministry field and program representatives to provide and exchange financial and accounting information relating to revenue; resolve issues; provide guidance and advice on revenue issues and processes, including quarterly and year-end reporting processes; participate in teams and working groups (e.g. financial statements working team)
- Representatives of other departments (e.g. Service Alberta, Energy, Treasury Board and Finance) to exchange information; coordinate activities; resolve issues relating to revenue processes and remittances, preparation of financial statements, year-end accounting processes, etc.; participate in cross-ministry

teams.

- Financial systems partners to exchange information and resolve systems issues.
- External stakeholders for example: interactions with financial institutions for securities demand for payment/renewals, Land and Property Rights Tribunal (LPRT) for issuing Certificates for debt collection.

Required Education, Experience and Technical Competencies

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

If other, specify:

CPA or working towards CPA an asset

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

University degree in a related field plus 4 years progressively responsible related experience or equivalent. An accounting designation is an asset.

Equivalency: Diploma plus 6 years directly related experience

- Strong working knowledge of 1GX and its various modules and reporting/analytic tools including system processes.
- Strong understanding of computer applications such as MS Excel and Word.
- Thorough analytical skills from a strategic perspective as well as complex technical skills.
- Strong ability to work independently with minimal supervision, ability to identify issues and determine the appropriate course of action, strong leadership and interpersonal communication skills, and well-developed advisory and consultancy skills.
- Sound Knowledge of government financial accounting and reporting, audit, accountability, and internal control principles and practices.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none">• Uses wide range of techniques to break down problems• Allows others to think creatively and voice ideas• Brings the right people together to solve issues• Identifies new solutions for the organization	Day to day interpretation of financial standards and policies, and using professional judgement to determine best options and provide advice for decision making.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none">• Creates opportunities for improvement• Is aware of and adapts to changing priorities• Remains objective under pressure and supports others to manage their emotions• Proactively explains	Must have the ability to adapt to tight timelines in addressing urgent and priority requests from the MO, DM and ADMO including AR requests.

		impact of change on roles, and integrates change in existing work <ul style="list-style-type: none"> • Readily adapts plans and practices 	
Drive for Results	○ ○ ○ ● ○	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	Ad reports and management information requests must be met within specified timelines, including the necessary briefing materials. Quarter and year-end reporting must be delivered accurately and on time, must anticipate any potential issues that affect quarterly closing and financial reporting.
Systems Thinking	○ ○ ○ ● ○	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Collaborate with various stakeholders in establishing revenue assurance and review criteria, developing appropriate measures to ensure objectives are met from a department's oversight and perspective. Developing and revising financial policies related to revenues from operational and strategic perspectives.

Benchmarks

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

024FN15 - Human Services, Senior Financial Analyst