

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

50026419

Position Name (30 characters)

Finance Administrator-Recovery

Current Class

Administration 1

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Alberta Emergency Management Agency, Finance

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2023-11-09

Responsibilities Added:

The JD was updated in 2017 during the AEMA classification review process initiated by PSC but was never completed. A request for reclassification from AS5 to Admin 1 was approved in November 2023. Additional responsibilities since 2017 include:

- Ideal candidate to have enough 1GX knowledge to become a 1GX Guide.
- Non Purchase Order (NPO) Coder - Provides coding for all Recovery related invoices ensuring Cost Center Owner approval by tracking the invoice through the 1GX life-cycle.
- Manage Business Partner (BP) requests for Recovery vendors including provision of banking information for EFT payment to vendors.
- Review all Recovery branch and DRP expense (Salaries, Wage, Benefits, Supplies and Services, Grants, Capital, Amortization) postings to ensure correct financial coding. Prepare Journal Voucher or Inter-Unit Transfers to move expenses incorrectly coded to the proper cost center. This frequently involves reaching out to finance contacts in other ministries to coordinate the transfer.
- Provide support for Disaster Financial Assistance Arrangements (DFAA) submissions to the Federal government for reimbursement by ensuring all Supplies and Services expenses for DRP programs have sufficient supporting documentation to support the GoA submission. Submission values have ranged from

\$20 million to \$1.4 billion.

-Provide ongoing PCard and Expense Report training sessions for new Recovery staff. There is high turnover in this branch as the majority of the positions are temp/sal and its important new staff understand the process to ensure expenses are coded properly. Incorrectly coded expenses cause significant downstream work and could result in denial of an expense in the DFAA submission.

Responsibilities Removed:

No responsibilities have been removed.

## Job Purpose and Organizational Context

Why the job exists:

This job is accountable for the financial planning and analysis including the preparation, monitoring and reporting of monthly forecasts of expenses including variance analysis for Recovery Branch at AEMA.

To be effective the position must have the ability to build relationships with various levels within and outside the ministry and have a strong understanding of GoA financial processes including chart of accounts, invoice coding, PCard and Expense claim previewing and coding.

This knowledge and relationship building helps ensure GoA financial processes are adhered to within the branch. Branch expenses are coded accurately and expenses mistakenly coded to the branch are detected in a timely manner.

Ensuring adequate supporting documentation is available for expenses related to our Disaster Recovery Programs (DRP's) is critical for DFAA submissions to the federal government. Without that documentation claims could be denied putting millions of dollars at risk of not being reimbursed to the GoA.

The trust that is gained through building relationships within the branch allows the position to have financial awareness enabling the position to develop more accurate financial forecasts.

## Responsibilities

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

- **Budget/Forecasting (Supplies and Services)**

- o Assemble, review and analyze the Recovery's annual 3-year expenditure plan and prepare background information for in support of the analysis and recommendations.
- o Coordinate preparation of detailed supplies and services budgets for Recovery by preparing monthly disaster recovery programs and base budget forecasts of expenses including variance analysis.
- o Conduct budget analysis and develop reports related to major disaster recovery programs, to ensure that the financial management needs of Recovery are met and report to management team if needed.
- o Provide financial analysis and consulting services to support branch decision-making activities
- o Provide support to the year-end accrual set up for Recovery, working closely with other staff involved and providing guidance.
- o Implement program/service improvements as necessary to address needs of the branch and to streamline/improve internal processes.
- o Respond to a wide variety of ad hoc and routine financial information requests from management
- o Provide guidance and support to the development of business cases for major initiatives and to ensure funding is available
- o Maintain all supporting documentation for forecasts and expenditures
- o Run queries and generate reports as required in 1GX.

- **Payment Administration and Reconciliation**

- o Verify expenditures against 1GX Cost Center reports and perform monthly reconciliation and variance analysis on all Recovery cost centers.
- o Review and track all expenses to ensure proper coding to the correct Cost Center and request transfers where required. This includes preparation of the Journal Voucher or Inter-Unit Transfer and acquiring the appropriate Cost Center Owner approvals.

- o Provide advice and consultation to directors, managers and staff concerning financial and budgetary processes.
  - o Code and submit all non-PO invoices to 1GX NPO mailbox for payment while adhering to GoA policies, procedures and best practices. As a 1GX NPO Coder, this position provides coding for all Recovery Branch invoices in 1GX and ensures Cost Center Owner approval by tracking the invoice through the 1GX life cycle.
  - o Provide 1GX coding to Procurement/Contract coordinator for all contract invoices including submission of invoice and supporting documentation to 1GX PO mailbox.
  - o Monitor invoices to ensure they are within approved contract limits and report all contract balances to the contract managers.
  - o Provide 1GX coding for all Recovery purchases.
  - o Maintain financial records and supporting documentation for audit purposes and Disaster Recovery Program (DRP) submissions for DFAA submission for federal Federal reimbursement.
- **Expense claim administration**
    - o Train and support staff in Government of Alberta (GoA) and Ministry Travel, Meal and Hospitality Directive policy and procedures.
    - o Train and support staff in use of 1GX Concur (Travel and Expenses tile) and required supporting documentation for audit purposes.
    - o Preview expense report submissions in 1GX prior to EO approval to ensure accuracy, adherence to policy and correct coding.
    - o Review and track all expense reports to ensure they are accurately coded, and where appropriate, prepare Journal Entry to transfer expenses from base budget to specific disaster recovery program cost centers.
- **Procurement card support and payments administration**
    - o Train and provide guidelines to Recovery staff regarding GoA and Ministry procurement card policy and procedures including proper usage of card.
    - o Train and support Recovery staff in reconciliation of procurement card transactions in 1GX Concur.
    - o Prepare new procurement card applications and procurement card Change Requests for Recovery.
    - o Preview procurement card transactions for Recovery procurement cards prior to EO approval and ensure coding to specific disaster recovery programs, where appropriate.
    - o Maintain financial records and supporting documentation for audit purposes.
    - o Communicate issues to management if needed.
- **Other**
    - o Provide training, advice and support to Recovery administrative support staff with regard to procurement of supplies and materials.
    - o Provide guidance and support on Government and Ministry administrative and financial policies and processes to Departmental staff.
    - o Review and save EPS Invoice Listing reports for Recovery Cost Center's/Dept. ID's and maintain supporting documentation for Recovery cost centers.
    - o Prepare EPS vendor account updates template for submission to BERNIE for changes to Recovery telecommunication device accounts.
- **PECC duties**
    - o This position will be required to work in the Provincial Emergency Coordination Centre or on field assignment as needed during emergencies in order to coordinate provincial emergency response efforts and/or support/advise/assist government ministries, municipalities, First Nations and/or other organizations.
    - o In these circumstances, the position may require working extended and irregular hours and/or shifts with minimal or no notice, particularly during emergencies and exercise.
    - o Provide financial support to Provincial Emergency Coordination Centre as Fin/Admin Officer or Fin/Admin Chief as required.

## Problem Solving

Typical problems solved:

Expenses incorrectly coded to Recovery Branch cost centers - This occurs almost monthly and often do not have much information to track down where the expense originated from.  
Searching for supporting documentation for expenses - This documentation will be required to support DFAA submissions in future years.  
Vendor Issues - Required to work with vendors to resolve any invoicing or payment issues. Research required to determine status of invoice. Issues can be more complicated if vendor is based in the United States.

Types of guidance available for problem solving:

Incorrectly coded expenses - If the name of the person who initiated the posting is identified TEAMS can be used to track the person's contact info and dialogue is initiated to resolve the issue. Direct supervisors are cc'd to ensure awareness. If only the employee ID of the person can be identified then need to work with PSES Finance as certain staff have access to information this position does not have.  
Expense Supporting Documentation - If PCard/Expense report related, contact individual to have documentation sent. Acquiring documentation from Shared Services expenses (i.e. Xerox) can be difficult as contacts have frequently changed and requires persistence.  
Vendor Issues - Run 1GX reports to determine if invoice has been processed but not yet paid. Consult with contract managers to see if invoice is being held as a result of non compliance with contract terms.

Direct or indirect impacts of decisions:

Monthly forecasting requires judgment. The forecast is a mix of YTD spend and expected funds to be spent. The position is responsible forecasting the remaining funds to be spent and if understated it will result in unexpected variances at year end that the division will be required to account for. It is imperative this position understands the financial pulse and has the trust of Recovery leadership so they openly share their spending plans with this position.

## Key Relationships

Major stakeholders and purpose of interactions:

Recovery Branch - Works closely with all levels of the Recovery Branch all the way to Executive Director. Frequently works with managers/directors to resolve financial or vendor issues.  
Other AEMA branches - Provides vacation coverage for Administrator 2 position requiring position to provide similar consultative services to all levels to other AEMA branches  
PECC - Working in the PECC provides the opportunity for this position to work with people from other ministries within GoA as well as from outside the GoA like the RCMP, Canadian Air Force and Indigenous Services Canada. The work in the PECC supports Albertans during times of emergency.  
PSES Finance - Works with PSES Finance when submitting journal vouchers or Inter-Unit Transfers to be posted into 1GX  
Other ministry finance depts - Required (at least monthly) to reach out to other ministries to resolve financial issues, most commonly when the other ministry has mistakenly posted an expense to a Recovery cost center.  
Vendors - This position works directly with vendors to resolve invoicing/payment issues.

## Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

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

- o Completion of a recognized accounting diploma plus a minimum of two years related experience is required.
- o An equivalent combination of education and experience may be considered
- o Strong interpersonal and communication skills as this position requires both verbal and written

communication with various stakeholders

- o Ability to communicate and transfer knowledge to all levels of staff within the organization
- o Analytical decision making and organizational skills
- o Ability to exercise professional judgment
- o Ability to work effectively and independently within a team environment with minimal supervision
- o Strong time management skills and ability to adapt to changing priorities and respond to tight time frames
- o Strong analytical and problem solving skills
- o Proficient with Microsoft TEAMS and Office, specifically Excel, Word and PowerPoint
- o Working knowledge and experience with 1GX software (desirable)
- o Awareness of Financial Administration Act, Treasury Board Directives, Regulations, Policies, Programs and procedures of financial systems and related activities, including accounting and budget procedures, internal controls, audit requirements and related administrative and procurement policies and procedures (desirable)
- o Knowledge of Emergency Management Regulations (desirable)
- o Awareness of Provincial Emergency Coordination Centre Fin/Admin responsibilities and processes (desirable)
- o Working knowledge of AckNet software (desirable)

## 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"/>	<b>Collaborates across functional areas and proactively addresses conflict:</b> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<b>Purpose of the constant expense report/PCard training to Recovery Branch staff is to reduce errors and conflict before they can occur</b>  <b>Vendor issues often require collaboration with Recovery Branch staff and management in order to resolve.</b>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Leverages relationships to build input and perspective:</b> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<b>Building relationships will greatly assist this position when dealing with incorrectly coded expenses. Having relationships with staff inside/outside the ministry is key for quick resolution.</b>
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Is open to new ideas and breaks problems down to identify solutions:</b>	<b>Searching for supporting documentation requires the ability to break the</b>

		<ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	problem into small parts in order to identify who/ what/where and decide on a course of action to resolve.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Changes in financial processes due to outside factors (i.e. GoA Reorganization) require this position to be optimistic, calm and composed in all communication with others even while still struggling with the unknown.

## Benchmarks

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

021AN22 - Payroll and Benefit Trainer

## 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.

### Vacant

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature

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DM Name

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Date yyyy-mm-dd

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DM Signature