

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Accounting Officer

Requested Class

Finance 3

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

Corporate Services/FinServices

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Acc. Officer & Int. Auditor

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Internal Auditor and Accounting Officer, this position will contribute and provide leadership to the efficient delivery of financial services to all divisions and branches of the ministry, with specific focus on supporting the department's executive offices (Minister's Office, Deputy Minister's Office, and ADM Offices). The incumbent will perform advance general accounting and related financial system tasks, perform the Accounting Officer function, provide advisory services, coordinate and provide leadership for the year-end financial operations activities. Duties are performed in accordance with established government and departmental acts, regulations, directives, and policies.

Responsibilities

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

1. As a designated Accounting Officer, ensure that the Accounting Officer function is properly discharged for the Department and that disbursements comply with all government and departmental policies and are completed accurately and within timelines.
 - Review for compliance and reconcile of accounts payable, accounts receivable, and general ledger transactions.
 - Review accounts payable transactions including contract and grant payments, and related business partner setups, stop payments, cheque replacements, etc. to ensure proper accounting.

- Complete compliance review on disbursements such as payroll, expense claims, procurement cards, fleet management, Electronic Payment System (EPS) and invoices.
 - Complete pre-authorization review on expenses that can be reasonably expected to be publicly disclosed, with a specific focus on the Minister's Office and other executive office expenses.
 - In completing compliance and accuracy review of disbursements, identify downward trends or risks from the information provided by departmental program areas.
 - Validate and maintain Business Partner information.
 - Assist the Internal Auditor on the maintenance of the department Expenditure Officer listing, authority and records ensuring compliance to the *Financial Administration Act*, GoA policies and directives, and ministry policies.
 - Assist the Internal Auditor on the maintenance of the department Accounting Officer listing, authority and records ensuring compliance to the *Financial Administration Act*, other related acts and regulations, GoA policies and directives, and ministry policies.
 - Perform the Accounting Officer function in accordance with the *Financial Administration Act* and be a representative of the department in the cross government Accounting Officer committee/projects.
 - Perform the Accounting Officer function in supporting the Senior Financial Officer by developing the quarterly Accounting Officer compliance report, ensuring that this report is provided in a timely basis and aligned to the evolving best practices of the Office of the Controller guidance to Accounting Officers and the GoA Accounting Officers Community of Practice.
 - Identify areas of potential improvement and provide input to the development and implementation of department financial policies, procedures, and systems.
 - Support the GoA principles regarding transparency and accountability of expenditures by being a leader in the promotion of this overarching principle.
2. Provide advanced financial advisory services to program areas, with a specific focus of supporting the department executive offices (Minister's Office, Deputy Minister's Office, and ADM Offices).
- Provide comprehensive and measured support to department executive offices, including contextual understanding of all public disclosures, for pre-approval/review, supporting documentation requirements, expense disbursement, and external reporting (year-end reporting, public disclosures, and publicly available audit reports).
 - Provide experienced advice, training and coaching to program area staff regarding expense disbursements.
 - Provide mentoring for program area staff that are struggling or non-compliant with financial requirements and provide constructive solutions to rectify the situation.
 - Provide advanced advice and support to Expenditure Officers and program area staff.
 - Provide advice and interpretation of all GoA and ministry financial acts, regulations, policies, and procedures. (i.e., *Financial Administration Act*, Treasury Board and Finance directives and policies.)
 - Analyze, investigate, and resolve complex issues raised by program area staff.
 - Develop supporting materials and educate program area on financial policies and procedures including referencing the GoA acts, regulations, directives, policies and procedures.
3. Ensure all general accounting activities and transactions are accurately recorded and reported.
- Process and allocate inter-unit charges from other ministries including Service Alberta and Red Tape Reduction, Technology and Innovation, and Treasury Board and Finance (Crown Debt Collection and RMI Insurance Premiums) Shared Service billing.
 - Initiate and post journal entries to the general ledger.
 - Monitor, analyze and reconcile various accounts including accountable advances, discretionary withholding, accruals, undistributed revenue, AP, and AR.
 - Identify, investigate, and resolve all accounting issues, including providing feedback to program areas as required so issues do not re-occur.
 - Support Ministry related entities, boards, councils, and/or authorities in their accounting and financial needs including Canadian Revenue Agency and GST reporting.
 - Review hosting, working sessions, and corporate event forms, international travel, Minister Office's expenses, and public disclosure reports.
 - Ensure the accuracy and completeness of the revenue and banking function and ensure that all

revenues are properly accounted for and accurately recorded in the general ledger. i.e., fine revenue.

4. Support other Financial Services Branch staff and provide leadership to program area staff for the year-end activities to ensure compliance with policies, procedures, and timelines.
 - Coordinate and perform year-end activities to ensure compliance with policies, procedures, and timelines.
 - Contribute to the leadership of year-end to ensure an efficient and timely process.
 - Review and update the year-end manual for distribution to the department.
 - Ensures the accuracy of financial transactions conducting necessary reconciliations and year-end adjustments to suspense, revenue, and expenditure accounts including investigation and resolution of differences.
 - Ensure accuracy and completeness of taxable benefits information.
 - Provide advice, support and training to Financial Services Branch staff and department program area staff on the year-end process.
5. Other functions
 - Research, design, investigate, resolve, and provide general support of the various financial systems and processes ensuring that department staff are well supported and that adequate controls are in place and adhered to. i.e., 1GX, Procurement card, Expense Claims, fleet management, and EPS.
 - Provide senior level knowledge sharing regarding Accounting Officer, Expenditure Officer, general accounting, internal controls and financial system processing and querying.

Problem Solving

Typical problems solved:

- Independently perform and resolve advanced and complex accounting/system functions that can impact ministry financial statements.
- Assist internal and external auditors, program area staff, and other stakeholders by providing financial analysis, explanations, and documentation.
- Provide support to program area staff at all levels from front line to senior officials.
- Provide advanced financial advisory function including interpretation of Public Sector Accounting Standards (PSAS), departmental financial policies and procedures many of which are complex in nature.
- Strong understanding of complex financial systems and processes used by the government.
- Strong understanding of complex government financial policies, acts, regulations, and policies including the *Financial Administration Act*, and Treasury Board and Finance directives.
- The Accounting Officer designation is a legislated function as per section 38 of the *Financial Administration Act*, has significant accountabilities and is critical to the effectiveness of the department's internal control systems.
- The Accounting Officer represents the Ministry in various cross government committees and initiatives.
- Liaise with other government ministries including Service Alberta and Red Tape Reduction, Technology and Innovation, Treasury Board and Finance, and other cross-government committees.
- Liaise with Business Partners to resolve issues or to acquire required information.
- Sensitive reports such as the hosting and international travel are disclosed and available to the public therefore care and attention to detail must be exercised in preparing these reports.

Types of guidance available for problem solving:

-government policies/procedures/directives
-Accounting Officer & Internal Auditor
-other staff on the FSB

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

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Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Strong written (including email communication, training material development, and procedure documentation) and verbal communication skills, with understanding of how to communicate with senior executive offices (Minister's Office and Deputy Minister's Office).
- Strong ability to exercise professional judgment, usually acting independently and with the experience of knowing when to engage with supervisor/management.
- Strong analytical and problem-solving skills - identify issues, analyze the situation and recommend alternatives.
- Strong knowledge of financial ChartFields (Cost Centers, Account Codes, Fund Codes, etc.) and how to apply them to financial operations.
- Strong organizational and time management skills.
- Working knowledge of government financial policies, procedures, acts and regulations including the *Financial Administration Act*, and Treasury Board directives.
- Working knowledge of accounting principles, accounting processes including purchasing, accounts payable, accounts receivable, cash receipts and revenues, general ledger, payroll, etc.
- Working knowledge of financial systems including 1GX (SAP-based ERP), Expense Claims, Procurement Cards, fleet management and Electronic Payment System.
- Working knowledge of audit principles and internal controls.
- Working knowledge of government financial management systems, business planning, budgeting and forecasting processes.
- Knowledge and understanding of the Ministry's programs and services, business and operational plans.
- Hands on experience with GoA commonly used software such Microsoft Word, Excel, and Outlook.

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		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Benchmarks

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

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