

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Financial Reporting Analyst

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

Financial Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Financial Reporting &

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager - Financial Processes and Reporting, the Financial Reporting Analyst is responsible for coordinating the Ministry's financial reporting functions. The position is responsible for the preparation of the Ministry financial statements. The position also makes a contribution to the Financial Processes and Reporting team by engaging in the planning and instruction of monthly, quarterly and year-end requirements to all ministry staff, preparation and review of related working papers, and working with the Office of the Auditor General for the year-end audit. The position works closely with the Alberta Treasury Board and Finance with respect to resolving ministry financial reporting issues that may arise.

Other responsibilities include the identifying, recommending and implementing required modifications to ministry financial controls, policies, procedures and guidelines to ensure that financial reporting is in compliance with Canadian Public Sector Accounting Standards, the production of financial statements is timely, and that a high degree of financial accountability and control is established. In addition, this position contributes to all Government of Alberta financial reporting initiatives and directives, as well as, addresses and resolves observations made by the Auditor General with respect to financial reporting and ensures that any recommendations are

implemented.

The position is responsible for capital assets administration, including the establishment, maintenance, and conclusion of the assets, and the generation of the monthly, quarterly, and year-end Continuity Schedule.

The position is also responsible for the public reports, such as Grant disclosure and Blue Book report.

The incumbent will act as a knowledge expert for opinions on revenue, expenditure and financial matters. Responsibilities will also include examining, analyzing and interpreting complex financial data, and providing sound advice to senior management.

Responsibilities

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

1. Prepare Ministry financial statements to ensure accuracy, timeliness and compliance with Alberta Treasury Board and Finance guidelines and Canadian Public Sector Accounting Standards.
 - Prepare quarterly financial statements and related schedules for submission to Treasury Board and Finance.
 - Prepare annual financial statements in accordance with GoA accounting policies and Canadian Public Sector Accounting Standards.
 - Plan, prepare, communicate, and monitor year-end requirements and activities for the Ministry.
 - Review and/or prepare working papers to support the financial statements. Provide instruction to other accounting staff on use of working papers.
 - Prepare restatement of prior year results, if necessary, as a result of government reorganization or program transfer.
 - Provide advice regarding clarification of accounting policies and financial statement presentation, as well as, preparing complex adjusting entries.
 - Liaise with Financial Planning staff to ensure variance analysis for monthly, quarterly and year-end financial statements are completed.
 - Liaise with the Office of the Auditor General in addressing audit expectations and requirements, as well as, resolve issues arising from the year-end financial statement audit.
2. With direction from the Manager, develop, implement and manage ministry reporting policies, procedures and guidelines to ensure compliance with legislation, Auditor General expectations and Canadian Public Sector Accounting Standards:
 - Provide expertise in interpreting the Public Sector Accounting Board (PSAB) handbook, Treasury Board and Finance accounting standards and directives, as well as relevant GOA legislation.

- Address complex ministry accounting issues and work with senior ministry management and Treasury Board and Finance staff to analyze and recommend options for resolution.
 - Develop and implement appropriate reporting policy, procedures and forms, as well as training materials.
 - Provide training to all stakeholders on new standards or procedures.
 - Research and provide critical input into GoA financial reporting initiatives and policy changes.
3. Contribute to the Financial Reporting team operations in monitoring and maintaining the accuracy and integrity of ministry financial information:
- Provide ad hoc advice on accounting matters such as clarification of accounting policy and procedure, accounting entries, reconciliation procedures etc.
 - On a regular basis perform review and verification of daily accounting entries into the general ledger.
 - Prepare correcting entries and assess need for further communication or training to program areas.
 - Provide verification of financial statements in the ministry Annual Report
 - Participate in the preparation of the annual information binder for Public Accounts Committee meetings.
4. Capital Assets Administration
- Creates, maintains, retires, and disposes capital assets based on the information provided by program areas.
 - Reconciles Asset Management (AM) module with General Ledger on a monthly basis.
 - Performs Inter Unit (IU) transfer process in 1GX as requested.
 - Queries on capital assets information including the generation of monthly, quarterly and year-end Continuity Schedule.
 - Acts as a knowledge expert regarding capital assets policies, procedures, and best practices.
6. Participate and contribute to other tasks:
- Preparation of inter-unit journals
 - Preparation of Public Reports such as Blue book report, Grant disclosure, etc.
 - Prepare briefing notes and responses to Action Requests as required.
 - Participate in ministry projects requiring financial input.
 - Ongoing liaison with finance staff at other government ministries on various financial matters

Problem Solving

Typical problems solved:

This is professional, financial accounting work, conducted in the Ministry to ensure the efficiency and accuracy of reporting and interpreting financial results, as well as, the resolution of complex accounting issues. It requires a working knowledge of varied and diverse programs and support processes and expert knowledge of accounting principles, standards and pronouncements and processes, as well as, relevant legislation and regulations. Good knowledge of GoA budgeting and forecasting requirements is also required.

Duties are performed within the accountability framework established through the Financial Administration Act, government and department policies and procedures, various Acts, Regulations and established professional accounting standards. Professional judgment is exercised in the evaluation of alternatives and solutions within this framework.

This position operates within a team of accounting professionals. Strong interpersonal, communication and team-building skills are utilized in the interaction with team members, as well as, numerous financial program staff throughout the province. Accounting information and advice is provided to senior management on a regular and ad-hoc basis and impacts their decision making. Discussion and exchange of information regarding financial statement and accounting issues, including those resulting from the Auditor General's annual examination or on Treasury Board and Finance reporting initiatives, are often required.

Critical thinking and analytical skills in combination with the exercise of professional judgment and ethical principles are required to identify anomalies and inconsistencies in financial information and deficiencies in accounting and reporting processes. Often, complex options for resolution need to be analyzed and solutions implemented.

Types of guidance available for problem solving:

The position freely exercises their own judgment in fulfilling the responsibilities and duties assigned. The incumbent is expected to work with considerable independence with occasional direction from the Manager, Financial Reporting & Processes.

The position has access to a number of available resources such as department policy and procedures, regulations and legislation (e.g. the Financial Administration Act), Treasury Board Directives, the Office of the Controller's Sharepoint site and various financial systems processes.

1GX training material is available on hello1GX website and other courses are also offered on the GoA learning platform My Learning.

Cross-government work groups also offer a wealth of expertise that is shared among the members of the group.

Other accountants in Financial Services are also available to share expertise.

Direct or indirect impacts of decisions:

The Director, senior management and business areas rely on the Financial Reporting Analyst's expertise, professional judgment and advice to ensure compliance with policies and legislation.

Key Relationships

Major stakeholders and purpose of interactions:

Internal - Manager, Director, Senior Financial Officer, Executive and Senior management, and other Ministry staff at all levels in all programs.
 External - Treasury Board and Finance, Office of the Auditor General, Service Alberta, and various other ministries as the need arises.

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:

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

- Extensive experience in preparation of financial statements.
- Knowledge of accounting processes and control systems, including accounts payable, accounts receivable, general ledger.
- In-depth knowledge of the government financial management system (1GX).
- Excellent knowledge and experience in application of GoA legislation, ministry policy, procedures and guidelines
- In-depth experience with computer software such as Microsoft Excel and Word.
- Excellent oral and written communication and inter-personal skills.
- Excellent analytical and problem solving ability - identify issues, analyze the situation and recommend alternatives.
- Ability to work in a team environment, and work with individuals at various levels in the organization.
- University graduation in a related field (accounting, commerce, finance) plus 3 years progressively responsible related experience; or related diploma plus 5 years directly related experience; or accounting designation and 1 year additional related experience.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to	Ability to adopt and communicate a corporate

		<p>principles:</p> <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 	<p>perspective, having strong awareness of the department's, and the GoA's priorities and objectives. Understands what results are critical, stays committed, negotiations major issues and rectifies problem situations, and remains accountable to achieving them.</p>
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <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 	<p>This position applies their knowledge of the business, programs, and processes to effectively linking operational activities to strategic priorities to support the government's vision and the department's goals. The analyst is forward looking, assess impacts, adapts business processes in a rapidly changing environment, and lays groundwork to enable future action.</p>
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <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 impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>The analyst must adapt and respond creatively in a fast changing environment, proactively shifts strategic focus and activities as appropriate.</p>
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others 	<p>The analyst must ensure that there are strong relationships and effective communication channels with all groups. The position requires collaborating with program areas to resolve their complex issues in 1GX.</p>

		<ul style="list-style-type: none">• Acknowledges and works with diverse perspectives for achieving outcomes	
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Benchmarks

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

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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.

