New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Corp RPTG&Transform

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Corporate Consolidation and Reporting (CCR) team in the Office of the Controller (OOC) plays an important role in reflecting "one GoA" approach in the GoA financial system - 1GX, which is SAP based, and ensuring the 1GX system supports the GoA financial reporting and operational processes. OOC is a leader in supporting and facilitating initiatives with outcome focused on automation, effectiveness, efficiency, standardized reporting and operational processes, and continual improvement by the financial community. Reporting to the Executive Director, this position plays a key role in driving GoA-wide projects with significant impact on reporting and operational efficiency across GoA finance community. This role leads the delivery of Government of Alberta (GoA) finance system related projects that may affect GoA financial consolidation, adoption of new standards/system, financial and accountability reporting related system processes, etc. The Director ensures the deliverables meet GoA finance community needs for financial consolidation, reporting and operation based on public sector accounting standards, GoA policies, legislative requirements, other legislative reporting requirements, etc., and advices to support the GoA finance community and senior leadership in achieving the goals and mandates outlined in the government business plans.

In addition, this position gives advice on the maintenance and development of the government's financial system (1GX) to ensure the integrity and accuracy of the financial data and seek opportunities for further improvements. The position requires in-depth knowledge of all functional areas and master data elements in 1GX to meet the

financial and budget reporting requirements and ensure efficiency and effectiveness within the requirements of the financial community and government legislation.

This role may lead/co-lead projects or collaborate with other TBF divisions, ministries, 1GX Team, Accenture team, etc. relating to matters concerning financial operation and reporting such as the development of new system reports, automation of reports included in the GoA Consolidated Financial Statements and other accountability documents, configuration, testing, ministry issues resolution, etc.

This position also spearheads on development of system reports to meet various reporting requirements for Office of the Controller (OOC) and GoA finance community, in addition to automates GoA financial reporting processes for monthly, quarterly and year-end reporting and master data maintenance. This role is also involved in the GoA monthly/quarterly/year-end financial reporting process to support OOC business.

This position requires comprehensive knowledge and understanding of some legislation, GoA policies, financial reporting concepts in order to lead a team to:

- support all ministries to meet their high demands of the financial reporting requirements in 1GX and work with other business partners to resolve issues in the system.

- contribute to the development of government accounting policies to ensure the government is accountable within the recommendations of the Public Sector Accounting Board and adherence to generally accepted accounting principles.

- oversee the application of corporate processes and of 1GX master data that may affect the government's budgeting, reporting and operating systems.

- assess the impacts of system upgrades on GoA financial business processes, develop communication strategies and streamline the processes in 1GX.

- work collaboratively with internal and external stakeholders to complete system developments/projects and ensure the efficiency and effectiveness of system improvements.

- oversee the CPA professional development process relating to the courses provided by OOC, and collaborate with internal stakeholders to lead on some GoA Learning & Development initiatives for the finance community.

Responsibilities

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

- **Lead the delivery of Government of Alberta (GoA) finance system related projects, . This includes:**

  - Collaborate with other stakeholders and establish strategic objectives and deliverables for each project.
  - Develop feasible project plans and oversee the implementation of the project plans.
  - Guide the team to collaborate with other business partners to establish project timelines and ensure the results are delivered on time.
  - Establish an internal control process to certify the accuracy and effectiveness of deliverables, including any reports developed.
  - Lead the team to work with other Center of Excellence teams to develop or update process documents as required.
  - Develop communication and training strategies to ensure project deliverables are well communicated to the finance community.
  - Staying current for legislation amendments, updates on public sector accounting standards and GoA financial and accounting policies, and assessing the needs for any future changes.
  - Seeking opportunities to improve system and process efficiency and lead/participate in projects to implement the solutions properly.

- **Provide technical advice on the maintenance and development of the government's financial system (1GX) to ensure the integrity and accuracy of financial data and seek opportunities for further improvements through financial system optimization projects.**

- Ensure 1GX follows public sector accounting standards and GoA policies and meets legislative requirements.

- Collaborate with other Center of Excellence Offices to optimize existing financial system functions to enhance performance, efficiency and user experience.

- Guide the team to provide technical support for troubleshooting and resolving issues, and ensure consistency across financial modules.

- Research and stay current for industry trends and technological advancements to recommend innovative solutions.

- Lead automation of GoA financial reports in 1GX BPC. Document 1GX process for running the automated consolidated reports, and provide training to the GoA Finance community on these revised/newly developed processes

- Identify areas where improvements can be made and initiate new projects to materialize the solutions.

- Use system thinking skill to ensure other stakeholders are aware of the impact of the changes on their work and develop communication strategy to get buy-ins.

- **Contribute to GoA monthly/quarterly/year-end financial reporting process to support OOC business and lead development of system reports to meet various reporting requirements**

  - Help Corporate Financial Reporting Director to review working papers;

  - Guide Corporate Financial Reporting team members to investigate system related reporting issues and provide advice to ministries.

  - Identify opportunities to automate partial/complete working papers and take the lead to implement the ideas.

  - Collaborate with stakeholders to create new master data/system reports to automate financial reporting for the GoA Finance Community.

  - Develop change management strategy to communicate changes to the team and GoA Finance Community to ensure the success of implantation.

- **Provide corporate support to all ministries and lead on some GoA Learning & Development initiatives**

  - Collaborate with other teams within the OOC and ministries to identify key financial reporting training needs.

  - Develop training materials and deliver training within the OOC and to the GoA Finance Community, as required.

  - Prepare and present materials at GoA annual financial reporting workshops or other events.

  - Provide financial advice to ministries including master data usage, reporting requirements, etc.

- **Lead team members to achieve various goals, support senior and executive leadership decision-making and deliver quality results.**

  - Support team member's professional development and encourage cross-training between team members.

  - Create a respectful, trust, positive and healthy work environment for team to share ideas, brainstorm solutions to issues and create more efficient processes to conduct business.

  - Develop internal process to work efficiently to achieve executive/senior leadership's mandates and goals.

Problem Solving

Typical problems solved:

Issues with system reports, system process, data in the system reports, system functions;
Inefficiency of the system, business processes, and reporting process;
Develop new master data and new processes to automate financial reporting;
Reporting issues raised by auditors.

Types of guidance available for problem solving:

GoA accounting, financial and operational policies, Treasury Board Directives, *Financial Administration Act*, S*ustainable Fiscal Planning and Reporting Act*, GoA 1GX process documents, reference guide and training materials.

For issues that existing documents can't provide guidance on, this position will work with other stakeholders to create GoA process and develop documents to summarize and communicate new processes.

Direct or indirect impacts of decisions:

The GoA finance community shares the same financial system - 1GX - and follows the same overall reporting and operating process. Therefore, in most situations, issues identified and solutions developed will affect the entire GoA finance community.

New processes/applications/functions developed will also directly affect the GoA finance community.

For reporting issues that may only affect GoA level reports, the solution will affect the accuracy of the report, GoA accountability and senior leadership decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

This position works with all ministries on different GoA projects to meet GoA goals and achieve the best results. This position also frequently works with other center of excellence teams to provide guidance on the development of new business/system processes, and the documentation and communication of new processes to GoA finance community.

Building trust and respectful relationships with ministries and other stakeholders is a key for success in this role.

This individual must be able to effectively communicate and work with various people within and outside the Government.

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting

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

Knowledge of financial system, GoA accounting, financial and operational policies, and understanding of financial reporting and disclosure processes, and the ability to communicate effectively to a diverse range of audiences.

Thorough knowledge of public sector accounting standards and key government legislation. Ability to lead a team of professionals and provide guidance to the team to deliver the desired results.

The following skills are also important to ensure the success of this role:

- Experience in leading working groups and gaining consensus.
- Excellent writing, verbal, and inter-personal communication skills.
- Project management skills.
- Strong time and task management skills in order to multi-task and keep up with our fast-paced environment.
- Policy development experience is desired.
- Strong analytical, problem solving and organizational skills combined with strong communication and interpersonal skills.
- Ability to work in a dynamic team environment.
- At least Six years of related experience.
- Working/applied knowledge of 1GX S4

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
Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • 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	• Consider budget and sub-ledger impacts when developing new functionalities in 1GX; • Factor in the budget, public sector accounting standards, GoA policies when design system reports; • Analyze trends and reason-ability when comparing financial results.
Creative Problem Solving	○ ○ ○ ◉ ○	Works in open teams to share ideas and process issues: • 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	• Encourage the team members to share their ideas and experiences to get the best results; • Consult with other stakeholders to assess the feasibility of the solutions before communicate it to a broader audience; • Create more than one solution with pros and cons for each solution, if possible, for the senior leadership to choose from.
Agility	○ ○ ○ ◉ ○	Proactively incorporates change into processes: • 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	• Adapt quickly to changing priorities and environment; • Help new staff members to adapt to the new environment quickly; • Identify opportunities for improvement and support the team and GoA finance community to manage changes to existing processes, practice, etc.
Drive for Results	○ ○ ○ ◉ ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses	• Partner with other ministries and center of excellence teams to achieve goals and the mandate.

		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	• Work with internal teams and ministries' stakeholders to complete the various finance module projects and stakeholder requirements and project timelines.
Build Collaborative Environments	○ ○ ○ ◉ ○	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	• Consult with other center of excellence teams before providing the solutions/advice to ministries. • Establish working groups to develop new functions or streamline existing process in the system.
Develop Networks	○ ○ ○ ◉ ○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	• Establish respectful and trusting relationships with business partners. • Listen to ministries' concerns/issues and develop reasonable solutions to meet their needs. • Maintain good work relationship with ministries' business partners.
Develop Self and Others	○ ○ ○ ◉ ○	Encourages development and integration of emerging methods: • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans	• Create a learning environment for the team to share their experience with each other. • Coach the team to develop their own personal development plans. • Sharpen team management skills.