

## Reclassification

Ministry

Health

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Financial Analyst

Current Class

Finance 2

Requested Class

Finance 4

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

Finance, Financial Reporting, Internal Reporting

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-05-23

Responsibilities Added:

This position has expanded to include the preparation of complex departmental and ministry-level financial consolidations. The Senior Financial Analyst (Analyst) now plays a key role in synthesizing financial data across multiple units to support the development of comprehensive consolidated financial statements. This enhancement reflects the growing complexity and integration of financial reporting requirements within the Ministry of Primary and Preventative Health Services (PPHS) and the Ministry of Hospital and Surgical Health Services (HSHS).

The Analyst now assumes a critical role in executing the end-to-end consolidation of financial data across diverse operational units. This includes leading the reconciliation of complex inter-entity transactions, validating cross-ministry financial inputs, and applying advanced financial analysis to ensure the integrity and accuracy of consolidated statements. The role demands a deep understanding of public sector

accounting standards, financial systems integration, and internal control frameworks. By driving the development and refinement of consolidation methodologies, the Analyst enhances the Ministries' financial governance, supports audit preparedness, and contributes to high-level decision-making through precise, data-driven insights.

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Analyst supports both the Revenue Administration and Financial Reporting units within the Ministry of PPHS and the Ministry of HSHS as part of Shared Services. This position provides financial guidance, analytical insight, and operational support to help ensure the effective management of the Ministries' financial resources.

The Analyst will be responsible for managing complex reconciliations, ensuring compliance with government financial policies, maintaining effective internal controls, and ensuring data integrity across systems. The Analyst supports full-cycle revenue and reporting processes, contributes to the timely preparation of monthly, quarterly, and annual financial statements—including the preparation of complex consolidated financial statements—and demonstrates a strong understanding of financial statement preparation. Within Revenue Administration, the Analyst is responsible for reviewing and processing billing and collections transactions, analyzing revenue trends and risks, and supporting revenue forecasting activities. The role also involves documenting and improving financial processes, ensuring accurate recognition and timely recording of revenue and expenses in accordance with Canadian Public Sector Accounting Standards (PSAS).

Acting as a key liaison between program areas, branch managers, and external stakeholders—including the Office of the Auditor General—the Analyst plays a critical role in facilitating audits and supporting decision-making through financial analysis and continuous process improvement. This position requires an understanding of 1GX and sound financial controls. The successful candidate will demonstrate strong communication skills and adaptability, contributing to cross-functional initiatives and providing coverage for other financial analysts as needed.

## Responsibilities

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

- **Preparation of the Department and Consolidated Ministry Financial Statements:**
  - Actively participate in the preparation of the financial statements in accordance with Government of Alberta directives and PSAS.
  - Demonstrated ability to meet tight submission timelines while ensuring accuracy and reliability of the information.
  - Coordinate with program areas to gather information required for monthly, quarterly, and year-end financial statements.
  - Collaborate with the controlled entities to develop worksheets for timely and accurate submission of their financial information for preparation of consolidated Ministry financial statements.
  - Plan, prepare, communicate and monitor year-end requirements and activities for the Department and Ministry.
  - Develop year-end training materials and conduct workshops to provide training and support including addressing questions, and review accruals and other financial submissions.
  - Prepare, analyze and reconcile working papers to support the information in the financial

statements.

- Monitor and maintain the accuracy and completeness of the financial transactions processed:
  - Coordinate transfer of inter-unit journals with affiliate Ministries and obtain appropriate documentation and expenditure officer approval.
  - Perform detailed analysis of general ledger accounts for coding errors or incorrect charges and initiates necessary adjustments in consultation with the program areas.
  - Monitor and maintain prior year accrual tracking table. Follow-up with program area for long overdue accruals and to clear over /under accruals on a regular basis.
  - Record journal entries and review for accuracy and completeness prior to posting.
  - Participate in the confirmation/verification of related party transactions with other related entities.
  - Download and verify completeness and accuracy of information for public disclosure for Grants, Blue Books transactions, Travel and Expense disclosures.
- With direction from the Manager, this position will utilize the financial and accounting expertise to:
  - Provide advice to program areas and finance staff on various accounting matters such as clarification of accounting policy and procedures, correcting entries and reconciliation process etc.
  - Research and provide advice on accounting and financial implications on planned initiatives that best represents management's goals and objectives.
  - Provide input in the development of internal financial policy and procedures.
- Support the Manager by contributing to other tasks:
  - Prepare monthly and ad-hoc management reports that are accurate, provide vital information and statistics to assist senior management in making timely and informed decisions.
  - Coordinate and prepare monthly cash forecast for submission to Treasury Board and Finance with explanations for significant fluctuations.
  - Keep abreast of current and emerging accounting and financial developments including assessing implications from the changes.
  - Maintain a high standard of professional competence from experience and on-going acquisition of skills and experience.
  - Prepare departmental revenue estimates, revenue forecasts.
  - Assist with other tasks as needed.
- Provide support to the Revenue Administration unit to:
  - Review and analyze the financial transactions reported by legacy systems to ensure the completeness of input and output data.
  - Review and reconcile the Payment batch control reports to the Approved Claims Reports to ensure total expenses approved by the Expenditure Officer agrees to the payment run.
  - Reconciles the weekly interface file for legacy system transactions into 1GX general ledger.
  - Review and assess changes to the legacy system and provide input for the maintenance and enhancement of the financial systems, and access the impact on work flows.
  - Participate in discussion on the replacement of the legacy payment system including providing feedback, user testing, and other inputs as needed.
- Revenue and Collections Management:
  - Assist the review, analysis, and collection of outstanding Claim Recovery Invoices, identifying and implementing appropriate collection strategies.

- Prepare write-offs for overdue invoices ensuring proper compliance with financial policies and reporting requirements.
- Prepare adjusting journal entries for coding corrections, reconciliations, and other various financial transactions.
- Monitor and maintain prior year accruals tracking, following up on long overdue accruals and clearing over/under accruals regularly.

## Problem Solving

Typical problems solved:

This incumbent deals with a wide range of people from Administrative Staff to Senior Management in the review and resolution of the financial information recorded in 1GX. In addition, this position provides financial advice or solutions to issues identified and recommend internal financial process and policy improvements that will enhance the efficiency and effectiveness of the Department's financial operations. This requires a sound knowledge of 1GX, in-depth knowledge of accounting principles and policies, and a good understanding of financial processes.

Types of guidance available for problem solving:

Under the supervision of the Manager, this position functions within the context of policies, directives, and guidelines developed by Treasury Board and Finance.

Processes used in financial statement preparation are constantly under review to improve efficiency and reduce timelines. The position needs to continually challenge the status quo with regard to the existing procedures and systems in order to explore efficient methods for achieving the desired results or develop new ways of doing business.

Direct or indirect impacts of decisions:

The incumbent's scope of responsibility is diverse due to the variety and complexity of programs within the Ministry of Primary and Preventative Services & Ministry of Hospital and Surgical Health Services.

The incumbent requires the ability to communicate effectively to a diverse range of audiences and strong interpersonal & team-building skills. Critical thinking and analytical skills in combination with the exercise of professional judgment and ethical principles are skills required to function efficiently in this position.

## Key Relationships

Major stakeholders and purpose of interactions:

- Internal Staff - Provide leadership, advice, direction and support.
- Manager/Director/Executive Director, Financial Reporting - Obtain direction and advice, update status of work.
- Program area staff, other Divisions, administration staff up to ADM's - Provide financial advice or solutions to issues identified and request information on financial transactions.
- External Peers in Other Departments - Engage in inter-ministry initiatives, share best practices, networking.
- Treasury Board and Finance - prepare financial information, seek clarification on year-end reporting formats, respond to queries, and attend year-end workshops and debrief sessions.
- Provincial Health Agencies/Provincial Health Corporation/Health Quality Council of Alberta - Engage in development and discussion on financial templates, financial data for the monthly, quarterly and annual information for consolidated statements.

## 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:

Chartered Professional Accountant (CPA) designation will be considered an asset.

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

- University degree in Business/Accounting plus 5 years of progressively related experience in financial operations and reporting.
- Conversant with generally accepted accounting principles, practices and methodologies especially with the PSAS standards.
- Ability to interpret and apply legislation such as the Financial Administration Act, Sustainable Fiscal Planning and Reporting Act, and Government Organization Act.
- Ability to evaluate operations to ensure compliance with financial policies and best practices.
- Ability to apply effective written and oral communication skills to explain, clarify, analyze and resolve sensitive and/or complex accounting information.
- Work independently from general instructions and broad work expectations.
- Organize and manage multiple priorities to achieve maximum efficiency and to meet deadlines.
- Demonstrated strong attention to detail.

The position requires above average problem solving, analytical and communication skills that are necessary to analyze, resolve and provide recommendations for changes. This is done through formal and informal meetings and contacts with the respective program areas and staff.

This position requires experience with 1GX and its various modules and reporting/analytic tools including system processes.

### 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	Strategic, critical thinking and analytical skills including ability to analyze variety of inputs and risks and provide decisions that are aligned with Ministry and Government business plans.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> </ul>	Considerable judgment is required to determine and communicate priorities and direct workload to successfully achieve results. This position provides strategic directions to staff including leadership and influencing skills to

		<ul style="list-style-type: none"> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	build consensus and motivate others to accept and adopt innovative concepts and approaches.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>Uses variety of resources to monitor own performance standards</li> <li>Acknowledges even indirect responsibility</li> <li>Commits to what is good for Albertans even if not immediately accepted</li> <li>Reaches goals consistent with APS direction</li> </ul>	Organizational and project management skills including ability to respond to tight time frames and meet delivery schedules from Treasury Board and Finance and senior management.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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>	Human resource management skills, including commitment to team building, coaching, and motivating staff members
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <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>	The incumbent will build effective networks by connecting and building trust in relationships with different stakeholders. Interpersonal and relationship management skills to consult and negotiate with diverse stakeholders with varying expectations, perspectives, priorities, and requirements. Build collaborative working relationships within the Department, across Government and consolidating entities, and externally with

			stakeholders and partners.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"><li>• Identifies alternative approaches and supports others to do the same</li><li>• Proactively explains impact of changes</li><li>• Anticipates and mitigates emotions of others</li><li>• Anticipates obstacles and stays focused on goals</li><li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li></ul>	The incumbent must have the ability to proactively identify issues relating to changes in standards, policies, regulations and ascertain the impact of these changes in the financial reporting statements.

**Benchmarks**

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

Senior Financial Analyst - Advanced Education, Education.

**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.