

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Finance and Budget Coordinator

Current Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

~~0000~~

Cost Centre

~~000000~~

Program Code: (enter if required)

~~000000~~

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Water & Circular Econ / Watershed Resilience & Pre

Current organizational chart attached?

Supervisor's Position ID

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Supervisor's Position Name (30 characters)

~~00000000~~

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2015-03-16

Responsibilities Added:

Supervision of staff, expanded financial tasks (budget forecasting, invoicing), recruitment and training support, staff transitions, alignment with organizational priorities, and involvement in records retention policies.

Responsibilities Removed:

Specific consultation with Finance/Legal on complex contracts and internal audits on processes.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Grants and Business Services, this position provides administrative and program support for the Watershed Resilience and Predictions (WRP) branch. Key responsibilities include managing financial administration, handling human resources tasks, serving as a backup for the Priority Issues Coordinator, and supervising the Branch Administration position. These duties are carried out across

all sections of the branch, with a focus on integrated service delivery and advancing departmental priorities.

The role encompasses a broad range of complex tasks that significantly impact the branch's operations. It requires a high degree of independence in interpreting policies and agreements, assigning tasks, and addressing human resource matters, all within established guidelines. Success in this position demands creativity in achieving outcomes, along with the ability to manage a high volume of diverse and complex issues. Strong critical thinking, writing, and communication skills are essential to excel in this role.

Responsibilities

This position is responsible for overseeing administrative and budget-related tasks within the branch. It supervises an administrative staff position, coordinates budget and forecast reports, tracks payments, manages invoices, and oversees purchasing processes. The role also provides support with recruitment, training, policy interpretation, and Workers' Compensation claims, ensuring smooth operations and alignment with key organizational priorities.

In addition, the position supports the preparation, development, and management of contracts and grants, ensuring compliance with established policies and guidelines. The role also manages records and information, ensuring compliance with retention policies. It is responsible for handling incident reports, property damage claims, FOIP requests, staff transitions, and other related administrative duties, ensuring accurate documentation and adherence to government policies and guidelines. This role will support key programs and priorities as required by the employer.

Supports key departmental, divisional and branch administrative and other key priorities as requested by employer.

Problem Solving

Typical problems solved:

This role frequently encounters issues requiring critical thinking and proactive problem-solving. When financial reconciliations don't balance, it identifies and resolves discrepancies by reviewing financial records, correcting coding errors, or explaining variances. For delayed invoice payments, the role investigates by verifying submissions, tracking progress, and coordinating with the Payments Unit to expedite processing. If 1GX system or vendor information causes payment delays, the position resolves inconsistencies by updating system details or contacting vendors as needed. The role also addresses building maintenance and IT issues, coordinating repairs and equipment replacements to minimize workflow disruptions.

Types of guidance available for problem solving:

1GX training and processes; Contract Payments Unit; Payments; Facilities; Supervisor; Branch Staff; Finance Team

Direct or indirect impacts of decisions:

Direct Impacts of Decisions

1. Budget accuracy
2. Timely payments
3. Contract compliance
4. Staff efficiency
5. Legislative compliance (records management / FOIP)

Indirect Impacts of Decisions

1. Reputation of the Branch
2. Employee morale and engagement
3. Program delivery
4. Long-term strategic goals

Key Relationships

Major stakeholders and purpose of interactions:

Key stakeholders include Branch Management, Supervisors, Branch Staff, Finance and Legal Services, Vendors, Contractors, Human Resources, the Payments Unit, Facility Coordinators, and IT Support. Interactions with branch management focus on aligning administrative, financial, and program activities with strategic goals. Coordination with finance and legal ensures proper contract management and compliance, while vendors and contractors are engaged to resolve payment issues and ensure service delivery. Human Resources manages staffing and personnel matters, and the Payments Unit assists in resolving payment discrepancies. Facility Coordinators handle maintenance, and IT Support addresses technical issues to maintain system functionality. These collaborations ensure smooth operations within the branch.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

2-year related diploma and 3 years of progressively responsible related experience; or equivalent

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

The role requires strong proficiency in the 1GX system, covering Human Capital Management, Financial Reporting, and Supply Chain Management, along with a solid understanding of finance and human resources policies and procedures. Analytical and problem-solving skills, as well as experience with systems like Share Point, the Action Request Tracking System (ARTS), and expense claims, are essential. Effective communication with staff and management, sound judgment in handling sensitive matters, and familiarity with the fleet management systems are also key. Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, Visio, and Adobe, is required. Relevant training or certifications in administration, records management, financial management, or human resources are advantageous.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Breaks down complex budget reports into smaller, actionable tasks to ensure clarity and accuracy.</p> <p>Suggests improvements to current purchasing processes to streamline operations and reduce costs.</p> <p>Collaborates with others on recruitment and policy interpretation, considering various perspectives to find innovative solutions.</p>
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand 	<p>Builds strong relationships with staff to understand their budgetary needs and provide timely financial insights.</p>

		<p>perspectives and needs of others</p> <ul style="list-style-type: none"> • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>Communicates regularly with key stakeholders, ensuring transparency and professionalism in all administrative tasks.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Remains composed when handling incident reports or property damage claims, ensuring a calm, professional atmosphere.</p> <p>Actively seeks updates on policy changes to ensure the branch remains compliant and prepared for new requirements.</p>
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	<p>Regularly meets with a supervisor to set professional development goals and receive constructive feedback.</p> <p>Mentors administrative staff by providing guidance on tasks and supporting their career growth through training opportunities.</p>

Signature: _____
