

**JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Accounting Officer		Name [REDACTED]	
Position Number [REDACTED]	Reports to Position No., Class & Level [REDACTED]	Division, Branch/Unit Corporate Finance / Reporting & Compliance / Financial Compliance	Ministry Assisted Living and Social Services
Present Class Finance 3		Requested Class	
Agency (Ministry)	Cost Centre	Project Code (if [REDACTED])	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Accounting Officer is responsible for performing the Accounting Officer function for the Ministry of Assisted Living and Social Services. The accounting officer function includes the review of daily transactions entered in financial systems for accounts payable, payroll, procurement card, grants, contracts, and expense claims. The position ensures systems and processes are in place to achieve financial accountability. The Accounting Officer supports the successful operation of payment processes and related functions performed for the various divisions/program areas within the Ministry, including Disability Services, Employment and Financial Services, Preventive Community Services, Housing, Seniors, Office of the Public Guardian and Trustee, Continuing Care, and other corporate areas (e.g. Minister's Office, Deputy Minister's Office, Corporate Finance, Strategic Services, etc.). This support may also include providing technical and financial information to various stakeholders and ensuring that internal controls are established and maintained. The Accounting Officer is a key component of maintain the effective and efficient operation of payment processes, the maintenance of appropriate internal controls, and compliance with relevant financial legislation, policies, and procedures.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Support the processing of payment transactions throughout various program areas in the Ministry, as required.

Activities:

- Ensures that changes to legislation, policies and processes are effectively communicated, understood and implemented, and provide training to staff as required.
- Maintain knowledge of ministry legacy systems and provincial information and payment systems: Family Support for Children with Disabilities Information System (FSCDIS), Consolidated Services System (CSS), Contract Management Administration System (CMAS), Recoveries System, Electronic Payments System (EPS), 1GX, Concur, etc.
- Consult with program and regional staff to understand their business requirements and coordinate these requirements to improve processes and workflows.
- Provide ongoing advice and support to processing staff regarding the payment component of financial computer systems, and perform system administration functions as applicable.
- Provide ongoing advice and support to Expenditure Officers regarding the fulfillment of their Expenditure Officer responsibilities.

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- Provide payment processing advice to management and staff as required, including interpretation of related financial policy, appropriate application of internal controls, application of chart-fields, etc.
- Find solutions to payment problems and develop appropriate payment processes and procedures.
- Provide ongoing advice and support to worksite staff regarding the handling of incoming payments and documentation.
- Manage the process for setting-up new vendors and changing vendor information, and provide information and training to Ministry staff as required.
- Monitor payment computer system security as applicable.
- Assist with payment system testing and development of changes/new systems as required.
- Monitor and support the successful implementation of new financial systems, policies and procedures as directed within the Ministry.

2. Provide Assisted Living and Social Services staff with sufficient information to enable them to efficiently and accurately process payment transactions.

Activities:

- Document financial processes and procedures, including those for various systems and prepare and update associated procedure manuals and documents.
- Identify training requirements, develop and deliver training sessions to processors on the payment component of financial systems, including 1GX, Concur, EPS, Recoveries, etc. Develop and deliver training sessions to Expenditure Officers concerning the fulfillment of their financial roles and responsibilities.
- Develop and deliver training to staff related to other financial functions, such as receiving and accounting for incoming cash, and provide ongoing support to staff concerning these processes.

3. Ensure that payment transactions are reviewed for compliance with relevant procedures, policies, regulations, and the *Financial Administration Act*, and are approved for payment on a timely basis.

Activities:

- Gather sufficient and appropriate information through reviewing payment transactions and internal control processes to provide evidence that payments are correct, provide Accounting Officer certification, and release transactions for payment as required.
- Conduct regular compliance reviews to identify non-compliance and transaction types that pose high risk to the Ministry. This involves reviewing manual and electronic systems that result in expenditures, documenting the processes and verification steps and assessing adequacy of the financial controls against Best Practices.
- Continually review processes, procedures and policies to identify inconsistencies and discrepancies, while seeking opportunities to create efficiencies and coordinating resolutions by initiating remedial actions as needed.
- Communicate concerns identified during the review and approval process to the respective executive team members, program staff and expenditure officers.
- Approve journal vouchers processed directly in 1GX.
- Refer technical payment processing problems to the appropriate party for resolution, and follow up to ensure that corrective action is taken.

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- Identify transactional errors through payment reconciliation processes (e.g. recycled, rejected transactions) and ensure that they are resolved on a timely basis.
- Oversee the processing of regular operational journal entries, resolve related issues, and prepare and coordinate corrective action including adjusting journal entries.
- Ensure the completion of legacy system to 1GX reconciliations.
- Receive inquiries from vendors and carry issues through to a successful resolution.
- Investigate and resolve problems related to the 1GX Business Partner table to facilitate successful payments to vendors (e.g. incorrect address).
- Facilitate the submission of requests for payment transactions to Service Alberta and Red Tape Reduction, such as stop payments, replacement payments, copies of cancelled cheques, etc.
- Process and monitor type A, B & C accountable advances, and initiate collection activities as required.
- Anticipate audit requirements and ensure sufficient and appropriate supporting documents exist to provide acceptable audit trails.
- Support Internal Audit, the Office of the Auditor General, and Corporate Internal Auditor Services (Treasury Board and Finance) audit processes by providing information and documentation as required.

Review audit reports, follow up on the correction of relevant audit findings, and facilitate continuous improvement in payment processes as appropriate.

4. Other financial functions as assigned.

Activities:

- Represent the Ministry on various cross-ministry user group committees (e.g. AO Committee).
- Work with the team of Accounting Officers throughout the Ministry to ensure that program area needs are addressed. Provide advice and consultation services to all areas and levels of the Ministry.
- Liaising and collaborating with financial staff within the Ministry and across other ministries on various financial matters (e.g. accounting policies, procedures and best practices).
- Undertake ad hoc projects that are technical, sensitive, or emergent in nature, as required.
- Other related duties and special projects as assigned.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

The position needs to develop and maintain effective working relationships with staff at various levels within Assisted Living and Social Services (both within Corporate Finance and throughout the various program areas), as well as with other stakeholders such as vendors, and auditors. Successfully supporting the financial needs and adding value to the financial processes of the Ministry is a primary objective of this position. This is a senior position and as such the incumbent operates with a large degree of independence in making decisions and finding appropriate solutions.

The position needs to be knowledgeable about a wide array of Ministry and government programs and policies, as well as have a very good working knowledge of the various computer financial systems that support these programs. The position

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requires flexibility in adapting to changing financial needs and systems, and the Accounting Officer is required to develop and recommend financial processes and improvements to financial processes where warranted. Skill in developing and implementing new and changed processes and approaches, and consistently seeking and managing continuous improvement is key.

This position requires the ability to successfully provide written and verbal information, effectively and efficiently communicating and exchanging financial information with a wide range of stakeholders within the region and department. The incumbent takes a leadership role with Administrative Support staff in the Financial Compliance unit and with payment processing staff throughout the Ministry.

The incumbent needs to readily identify the impacts of control deficiencies, and minimize the risk of errors that result in the inappropriate use of Ministry funds and extensive time expended on error correction. The position may require travel to various worksites for the purpose of reviewing payments and processes, and providing advice to worksite staff. Based on issues that arise while performing the job functions, the incumbent needs to develop and recommend changes to processes that will result in improved financial management.

The role of Accounting Officer is guided by the requirements of Section 38 of the *Financial Administration Act*. The Accounting Officer is expected to advise the Senior Financial Officer of internal control irregularities and non-compliance with financial policies and procedures.

The position requires an effective combination of financial, computer, human relations, program/policy knowledge and skills, and good professional judgement in order to successfully fulfill the objectives and functions of this position.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

- Knowledge of government financial policies, procedures, guidelines, directives and the *Financial Administration Act*.
- General knowledge of Assisted Living and Social Services programs, policies and procedures.
- Proficiency in government and departmental financial computer systems, such as 1GX, Concur, CMAS, FSCDIS, CSS, EPS, etc.
- Ability to exercise appropriate, professional judgement.
- Ability to work independently and as a member of a team.
- Excellent interpersonal and communication skills, both verbal and written.
- Knowledge of accounting and auditing principles and techniques.
- Personal computer skills (e.g. Microsoft Office).
- Ability to mentor others.
- Ability to travel.
- Educational and experience requirements: University graduation in a related field plus three years related experience, or a related diploma plus five years related experience, or an accounting designation plus one year related experience.

CONTACTS: The main contacts of this position and the purpose of those contacts.

The position interacts mainly with the users of various payable systems and processes throughout the Ministry including staff, stakeholders (e.g. vendors) and specifically the administrative staff performing the processing functions. Position consults with management and staff within the scope of accountabilities of the role of the Accounting Officer. Position provides consultation and advice on such matters related to accounts payable, expenditure officer requirements, policy application to Management and staff.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

