

## New

Ministry

Mental Health and Addiction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Financial Analyst

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

Financial Services, Financial Reporting and O

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager Financial Reporting/Op

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Financial Reporting and Operations, the Senior Financial Analyst plays a vital role in ensuring the financial integrity and compliance of the Ministry's operations. This position is responsible for developing and implementing financial policies, procedures, and processes for the Ministry of Mental Health and Addiction (the Ministry). The position applies advanced financial knowledge to ensure compliance with Government of Alberta (GoA) legislations, financial policies, Treasury Board directives, Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Standards (PSAS), and best practices.

This position leads the Ministry's Accounting Officer (AO) functions by overseeing the preparation of the SFO Compliance Report, managing the compliance review of daily transactions entered into financial systems for accounts payable, payroll, procurement card, grants, contracts and expense claims. The position ensures that efficient and effective internal controls, systems, and processes are in place to achieve financial accountability.

Also, they oversee the maintenance and accuracy of the Ministry's General Ledger and other sub ledgers, ensuring data is reliable, complete and accurate for the Ministry's financial statements and other reporting needs, including various public disclosures and ad hoc reports for executives. Additionally, they provide consulting services to controlled entities on financial operations and compliance-related matters.

Moreover, the incumbent participates in the month-end, quarter-end, and annual financial reporting processes, as well as acting as the liaison person for performance and financial audits conducted by both internal and external

auditors.

They collaborate with the Office of the Controller, Treasury Board and Finance, and the Office of the Auditor General to support the Ministry's accountability framework. They ensure a comprehensive financial control system is in place to comply with legislative and central agency' requirements. In addition, the incumbent assists the SFO to complete Fraud Risk Assessment before a program or service is implemented and report all alleged, suspected, and confirmed fraud in accordance with the Annual Management Responsibility for Reporting process.

Critical to the role's success is in-depth expertise in financial operations, internal control principles, and GoA policies, along with a strong working knowledge of 1GX (SAP), the AP sub ledger, and other GoA business applications. Effective communication skills are essential for engaging a diverse range of stakeholders.

## Responsibilities

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

- **Development and Implementation of Financial Operations Policy, Procedures, and Processes:**
  - Leads the development and implementation of Department policies, internal controls, and procedures to ensure financial processes are in compliance with legislation, regulations, and GoA policies and directives, including the Financial Administration Act, Treasury Board Directives, best practices and departmental requirements; as well as Public Sector Accounting Standards
  - Leads the development, implementation and interpretation of operational policies and processes (e.g., Expenditure Officers (EO) Authorities Guidelines, Delegation of Authority (DoA), P-Card, cash management, and AR/AP management, etc.). Provides training to staff as required
  - Reviews government-wide internal control requirements and relevant legislation. Designs and implements appropriate internal controls for all financial transactions to safeguard the Ministry's assets and ensure expenditures adhere to the GoA accountability framework
  - Oversees the development and improvement of financial operations systems including but not limited to access, security and record management
  - Conducts risk assessments and provides recommendations to senior management for process improvements. Identifies, recommends, and implements necessary modifications to Ministry financial controls, policies, procedures and guidelines to ensure compliance with applicable legislation, timely and accurate financial information production, comprehensive financial disclosure, and a high level of financial accountability and controls within the Ministry
  - Provides consulting services to controlled entities by providing advice and guidance as needed for matters related to financial operations and internal controls.
  - Seeks guidance from central agencies such as Office of the Controller (OOC) and Treasury Board and Finance (TBF), in the development of internal financial policies, procedures and processes for the Ministry
  - Works with OOC, TBF, internal auditors and OAG on financial issues arising from implementation of financial directives, policies, and processes; and financial system updates in GL, AP, Concur, ARIBA, etc.
  - Maintains the Finance Resources section on the Ministry Intranet page to ensure up to date financial policies, directives, guidelines, and forms are available to Ministry staff
- **Leading the Accounting Officer Functions and Compliance Reviews to Ensure Daily Transactions Comply with Acts, Regulations, Policies and Procedures**
  - Develops and leads the preparation of quarterly Compliance Report to inform the Senior Financial Officer (SFO) and Executive Team about the Ministry's compliance and internal control activities and findings
  - Develops and implements internal compliance processes, templates, and methods tailored to the Ministry's needs and circumstances

- Oversees the compliance review of daily financial transactions, investigates issues, provides financial advice, and take corrective and preventative actions after consulting with program areas and/or the OOC
  - Communicates and addresses concerns identified during the review with program staff, expenditure officers, and other stakeholders
  - Responsible for the cash, bank account, VIM invoice payments/tracking, and AP/AR management
  - Leads reviews of grant payments processed by the program areas by verifying supporting documents with program areas
  - Oversees procurement card evaluation, analysis and quality assurance and makes recommendations based on analysis to the SFO
  - Leads regular process reviews to ensure that financial processes are efficient and cost effective while maintaining proper internal controls.
  - Demonstrates and communicates changes across the branch and ministry as they are released and provide system support. Redesigns processes to adopt to new changes to maintain operational efficiency and effectiveness
  - Provides advice to program areas, finance staff, and controlled entities on various financial operations, system and accountability matters, such as clarification of financial policies, procedures, processes; correcting entries and reconciliation process; etc
  - Oversees the training of expenditure officers, NPO coders and other staff on matters related to financial accountability and controls, financial operations, and systems. Develops and implements corrective or preventive procedures to ensure compliance
  - Supports the completion of daily, monthly and quarterly financial recording and reporting requirements, (e.g. reconciliations, journal entries, expense claims, EO, procurement)
  - Attends Accounting Officer Committee meetings to participate in cross GoA initiatives related AO functions. Leads the implement of new policies and procedures and communicates policy changes to staff. Provides training to staff as required
  - Supports the SFO approval process by verifying expenses, information on requests forms and associated supporting documents on behalf of the SFO
- Public Disclosure, Information Requests, Action Requests and Briefings are Completed Accurately and on a Timely Basis to Ensure Compliance with Policies and Facilitate Management's Strategic Decision Making:
    - Leads the preparation of various public disclosure reports, such as Grant Disclosure, Blue Book, Minister Expenses, MLA report, Discretionary Expense Forecast, Alberta Gazette, etc
    - Prepares briefing notes, presentations and action request responses with data analysis and other documents to inform or advise Executive Team and Minister on all financial operations, internal control and compliance related matters
    - Reviews all inputs and materials for formal responses, provides additional analyses, and ensures alignment with branch objectives.
- The Audit of Department and Ministry's financial statements or Performance Audit is Complete
    - Prepares the knowledge of business (KNOB) documents which outline various financial operations, internal controls and program area procedures relevant to financial results and provides them to the auditors for their review
    - Prepares for the interim and annual financial statements audits by OAG, ensuring proper working papers, supporting documents and walk-throughs are available for the auditors. Follows-up and ensures the auditors

receive requested information

- Anticipates and responds to questions and concerns, liaising with OAG representatives, and implementing recommendations resulting from audits. Liaison between the Branch, OAG and OOC to ensure that recommendations on financial operations and internal controls are implemented. This includes anticipating audit requirements and ensuring adequate and pertinent documentation is obtained to support these requirements
- Acts as the primary liaison for performance audits conducted by the OAG and internal auditors, including anticipating and responding to questions and concerns, liaising with OAG representatives, and implementing recommendations resulting from performance audits

- **Preparation of Quarterly Reporting and Annual Consolidated Ministry Financial Statements**

- Prepares schedules, notes and templates for the quarterly reporting and annual consolidated Ministry financial statements in accordance with Canadian Public Sector Accounting Standards, Public Sector Accounting Standards, and Government of Alberta requirements.
- Plans, develops and coordinates the period-end financial operations and compliance review processes and procedures, including leading pre year-end activities and completing year-end documents, cut-off processes and scheduling
- Examines, analyzes and interprets complex financial data and makes recommendations for improvements to enhance data integrity and ultimately the reliability of information used in financial statements
- Reviews, provides feedback and implements changes related to the Ministry templates for the preparation of the financial information in the Annual Report
- Coordinates with planning and program areas to gather information required for monthly, quarterly, and year-end financial processes
- Plans, prepares, communicates and monitors year-end financial operations related requirements and activities for the Department and Ministry
- Facilitates the development of year-end training materials and conduct workshops to provide training and support including addressing questions, and reviews accruals and other financial submissions

- **Systems Administration**

- Provides leadership and technical expertise in the implementation and use of all financial systems (e.g., 1GX, EPS)
- Back-up support for the administration, maintenance, and security access for all financial systems (e.g., 1GX, EPS, SharePoint, common drives, shared mailbox)
- Oversees periodic reviews of end-users access for 1GX roles and WBS Error Report Monitoring
- Participates in cross government system related projects as the Ministry's subject matter expert, such as the 1GX Finance Optimization project
- Liaises with Service Alberta and 1GX central team to ensure operational functions that affect financial operations are up to date and functioning as designed

- **Supports the Management Team by Contributing to Other Tasks:**

- With direction from the management team, this position utilizes the financial, accounting, audit, internal control expertise to research and provide advice on compliance and financial implications on planned initiatives that best represents management's goals and objectives
- Prepares monthly and ad-hoc management reports that are accurate, provide vital information and statistics

to assist senior management in making timely and informed decisions

- Keeps abreast of current and emerging accounting, financial developments and systems including assessing implications from the changes and leading change management
- Maintains a high standard of professional competence from experience and on-going acquisition of skills and experience
- Perform other duties as assigned by management

## Problem Solving

### Typical problems solved:

This position takes a broad view of financial matters by identifying issues, recognizing their impact and developing associated recommendations and solutions. The incumbent deals with a wide range of people from Senior Management staff to Accounts Payable Processors in the daily review and resolution of the financial operation policies, processes and formation recorded in 1GX (SAP). 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 (SAP), in-depth knowledge of internal controls, 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, GoA financial accountability framework, best practices, ministry specific procedures, and Public Sector Accounting Standards and Public Sector Audit Standards.

In developing or interpreting policies and processes, the incumbent consistently works with TBF and OOC to seek guidance and clarifications to ensure the Ministry meet central agencies' requirements as well as operational needs.

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

### 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 Mental Health and Addiction.

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.

Compliance guidance, financial advice, and support are provided to the Executive Team, SFO, program area staff, or management on a regular and ad-hoc basis. The incumbent must apply policies, procedures, and internal control requirements during day-to-day compliance reviews to identify issues and exceptions. They ensure issues are addressed through collaboration with various stakeholders and make recommendations to mitigate identified risks.

## Key Relationships

### Major stakeholders and purpose of interactions:

- Internal Staff - Provide leadership, advice, direction, and support.
- Manager/Director/Executives - Obtain direction and advice, update status of work.
- Program area Expenditure Officers, staff, other Divisions, administration staff up to ADM's - Provide financial advice or solutions to issues identified and request information on financial transactions and internal processes.
- Accounting Officer Committee and External Peers in Other Departments - Engage in inter-ministry initiatives, lead

the implementation of cross GoA initiatives, share best practices, networking.

- Treasury Board and Finance and Office of the Controller - seek advice to develop and implement financial policies, procedures and processes for the Ministry; prepare financial information, seek clarification on year-end reporting formats, respond to queries, and attend year-end workshops and debrief sessions.
- Controlled entities, such as Recovery Alberta and Canadian Centre of Recovery Excellence - Engage in development and discussion on financial templates and annual information for consolidated statements as well as providing advice on financial operations, compliance and internal controls.
- Office of the Auditor General and Internal Auditors - Ministry's liaison for internal audits or performance and financial audits

### 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:

- University graduation in a related field plus 3 years progressively responsible related experience; or equivalent
- A professional accounting designation (e.g. CPA) or enrollment and active pursuit of a designation would be an asset
- Knowledgeable with GoA accountability framework, TBF directives, policies, procedures and financial systems
- Knowledgeable with generally accepted accounting principles, practices and methodologies, especially with the Public Sector Accounting Board (PSAB) standards
- Ability to interpret and apply legislation and directives, such as the Financial Administration Act, Sustainable Fiscal Planning and Reporting Act, Government Organization Act and various TBF directives and guidelines
- 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
- Works independently from general instructions and broad work expectations
- Organizes and manages multiple priorities to achieve maximum efficiency and to meet deadlines.
- Demonstrates strong attention to detail and work ethics
- 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
- Audit and internal controls related work experience is an asset.

### 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 type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Strategic, critical thinking and analytical skills including ability to understand the big picture and the impact of entity's financial decisions.
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> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Considerable judgement is required to determine and communicate options and implications in new ways to achieve outcomes and to quickly adapt to changing priorities and provide innovative solutions. This position provides strategic directions to staff including leadership and influencing skills to build consensus and motivate others to accept and adopt innovative concepts and approaches.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 anticipate outcomes and potential impacts and to respond to tight time frames and meet delivery schedules from Treasury Board and Finance and senior management.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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	○ ○ ● ○ ○	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 anticipate, assess and readily adapt to changes in standards, policies, regulations and ascertain the impact of these changes in the financial reporting statements.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <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>	This position is responsible for supporting colleagues within Financial Services and across the ministry in their day to day tasks and building efficient and effective working relationships. This position also leads and/or supports training initiatives and encourages the exchange of information and ideas cross-departmentally.

## Benchmarks

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

Senior Financial Analyst - Health

Senior Financial Analyst - Advanced Education, Education

024FN15 Senior Financial Analyst - Seniors, Community and Social Services (former Human Services)