

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Revenue Analyst

Requested Class

Finance 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Financial Services/Financial Services/Financial Rptg.

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Manager, Financial Reporting

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Revenue Analyst has the role of ensuring the timely, accurate and effective recording, collection and quarterly reporting of Ministry revenues, including the development of associated financial analysis and working papers, to be reflected in the financial statements. This position requires comprehensive knowledge of Ministry programs and relevant accounting functions to ensure the efficiency and accuracy of revenue reporting and interpretation of financial results in compliance with applicable GOA legislation, regulations, directives and accounting guidelines.

The Revenue Analyst applies an in-depth understanding of the full cycle of Ministry and government revenue processes to plan and coordinate day-to-day and period-end activities. In addition, this position is relied on to anticipate audit requirements relating to the interpretation and application of relevant accounting principles to revenue processes and ensure adequate and pertinent documentation is provided to support audit requirements for both Corporate Internal Audit Services and the Office of the Auditor General audits.

The Revenue Analyst responds to inquiries from Ministry program representatives relating to revenue processes, requirements, and issues, providing expertise and monitoring actions to ensure adherence to relevant legislation, regulations, policies, directives and procedures. This position also provides guidance and training to Ministry representatives for various financial and business systems (1GX, CARS) to maximize

the effectiveness and efficiency with which these tools are used in relation to the appropriate set up, processing and recording of revenue.

The Revenue Analyst develops and maintains effective working relationships with representatives of the Ministry, other departments, outsource partners, and external agencies. In addition, this position participates actively on Ministry and cross-ministry financial and reporting teams, representing perspectives and requirements of the section, branch and Ministry as appropriate.

Reporting to the Manager, Financial Reporting, the Revenue Analyst works within the framework of relevant government and Ministry legislation, regulations, directives, procedures and guidelines.

Responsibilities

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

1. Ministry revenues are appropriately processed, recorded, monitored, and analyzed in accordance with relevant legislation, regulations, policies, and accounting guidelines.

Activities:

- Analyzes, and reconciles various reports (e.g. 1GX/CARS) to department General Ledger, accounts receivable and billing reports to identify revenue related errors and anomalies, resolve discrepancies, provides assurance, and ensure data integrity; provides associated guidance and direction to Ministry program representatives in relation to the collection, processing and reporting revenue.
- Analyzes and reconciles monthly billings, accounts receivables, and General Ledger reports to identify and resolve issues; develops and provides financial reports and analyses to external and internal users as required.
- Responds to enquiries from Ministry representatives, vendors and the public regarding revenue related issues, including providing guidance and interpretation of legislation, regulations, directives, and policies; prioritize and follows up on enquiries to maintain high levels of customer service.
- Coordinate signing authorities for the department Revenue Refund Officers (RRO) maintained in the accounting revenue system (CARS).
- Liaises with representatives of other departments (e.g. Service Alberta and Red Tape Reduction, Energy and Minerals) in relation to revenue processing, Crown Debt Collection, and system requirements and improvements.
- Analyzes the aging of accounts receivable and consults with Ministry program managers in relation to submitting accounts to Crown Debt Collections.
- Reviews and analyzes information from program areas and prepares documentation to obtain approval for write-offs from the Deputy Minister and Senior Financial Officer.

2. Revenue information is coordinated, analyzed, and prepared for inclusion in the quarterly and year-end financial statements and annual report in accordance with relevant legislation, regulations, directives, policies, and accounting guidelines.

Activities:

- Analyze and reconcile revenue and receivable information from CARS to 1GX.
- Prepare instructions and provides guidance to program representatives providing revenue and financial information; coordinates activities to ensure a high degree of accuracy in reporting and compliance with relevant policies and guidelines.
- Update 1GX and CARS General Ledger with financial information and provide revenue information to appropriate areas of the Financial Services Branch.
- Prepare revenue and receivable reports for the financial statements working team ensuring adherence to established accounting policies and procedures.
- Prepares revenue lead sheets and working papers to support revenue information in the financial statements. Provides assurance to the numbers on the lead sheets and working papers.
- Prepares notes to the financial statements as they pertain to revenue and accounts receivable and provides variance analysis as required.
- Responds to audit inquiries from the OAG, in support of the unit and provides detailed working papers as

required.

3. Support the Director and Senior Financial Officer in achieving the mandate and goals of the Department.

Activities:

- Responds to requests and provides senior management with decision support by providing documentation related to correspondence, briefing notes, and financial reports.
- Provides consultation and input to the development of Ministry revenue management processes to ensure compliance with legislation, regulations, directives, policies, and internal control principals; drafts related procedures for approval of the Director and Senior Financial Officer.
- Collaborates with Ministry and government representatives to identify and resolve issues associated with financial systems that have potential to affect revenue processes and internal controls.
- Participates on various Ministry and cross-ministry committees and initiatives, ensuring relevant requirements and perspectives are communicated and integrated.
- Identifies and promotes adoption of best practices and innovative approaches to meet Ministry revenue reporting and financial analysis requirements.

4. Administers and manages securities for the department that includes General Trust Fund.

Activities:

- Processes deposits, transfers, refunds and renewal of securities in CARS system.
- Verifies and reviews non-cash security deposits.
- On a monthly basis cash securities are reconciled to 1GX Trial Balance.
- Prepares trust fund notes and working papers for financial reporting and responds to audit inquiries to OAG.
- Prepare monthly journals to record interest.
- Conducts the annual physical count of non cash securities.
- Liaises with stakeholders like financial institutions, program areas, TBF and customers for various matters relating to securities.

Problem Solving

Typical problems solved:

This position provides financial monitoring, financial assurance, analysis and advisory services to support Ministry revenue recording, processing and reporting; ensure Ministry representatives have accurate and timely information for planning and decision making. The Revenue Analyst requires a comprehensive understanding of Ministry program areas, revenue processes and systems, and financial reporting requirements to respond to enquiries and initiate appropriate actions to resolve discrepancies pertaining to revenue activities.

This position is relied on to apply strong technical knowledge of accounting principles and system environments to determine solutions to complex revenue reconciliation and reporting issues and transactions. In addition, the Revenue Analyst has key responsibilities for the coordination and preparation of revenue reporting information for input to Ministry quarterly and year-end financial statements published in the annual report. This position also participates in cross-ministry committees and project teams dealing with revenue accounting and reporting issues to ensure Ministry views and perspectives are appropriately represented.

In addition to comprehensive understanding of Ministry program areas and associated requirements for revenue financial information, this position requires a thorough understanding of the financial processes and systems used to compile and report information.

Initiative, critical thinking, analytical skills and sound professional judgment are required to develop new or revised approaches to collecting, analyzing, and reporting information and to identify issues and develop solutions associated with systems and procedures affecting Ministry revenue processes and

internal controls.

Types of guidance available for problem solving:

For problem solving guidance, refer to resources like desktop procedures, knowledge of business documents (KNOB) and training material for systems like 1GX, CARS are available on-line. All work is performed within the parameters of established legislation, regulations, directives, and accounting policies and guidelines. The Revenue Analyst receives general direction from the Manager and Director, with work reviewed in terms of achievement of outcomes; appropriate application of policies, directives, and guidelines; quality of recommendations and solutions developed; and the extent to which results meet requirements of colleagues, clients, and partners. All financial and accounting information and related analysis provided by this position must be accurate, timely, and comprehensive, with the Revenue Analyst having significant independence to determine areas of focus and priorities on a day-to-day basis.

Decisions outside established policies and processes, or without precedent, are discussed with or referred to the supervisor, in addition to highly unusual or sensitive issues. The Revenue Analyst is expected to discuss matters outside the scope of section programs or with the potential to significantly impact branch, Ministry, or external operations with the supervisor.

Direct or indirect impacts of decisions:

- SFO, Finance Directors, Finance Staff - financial reporting, budgets and forecasts.
- OAG, CIAS, Treasury Board and Finance and Service Alberta and Red Tape Reduction staff.
- Program staff of the department.
- External stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

The Revenue Analyst has regular contact with:

- Ministry program representatives to provide and exchange financial and accounting information relating to revenue; resolve issues; provide guidance and advice on revenue issues and processes, including quarterly and year-end reporting processes; participate in teams and working groups (e.g. financial statements working team).
- Representatives of other departments (e.g. Service Alberta and Red Tape Reduction, Energy and Minerals, Treasury Board and Finance) to exchange information; coordinate activities; resolve issues relating to revenue processes and remittances, preparation of financial statements, year-end accounting processes, etc.; participate in cross-ministry teams.
- Financial systems partners to exchange information and resolve systems issues.
- External stakeholders for example: interactions with financial institutions for securities demand for payment/renewals.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

A related diploma plus 3 years directly related experience.

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

- University degree in a related field such as Commerce, Business, or Finance plus some related experience or a related diploma plus 3 years directly related experience.
- Strong working knowledge of 1GX and its various modules and reporting/analytic tools including system processes.
- Strong understanding of computer applications such as MS Excel and Word.
- Thorough analytical skills from a strategic perspective as well as complex technical skills.
- Strong ability to work independently with minimal supervision, ability to identify issues and determine the appropriate course of action, strong leadership and interpersonal communication skills, and well developed advisory and consultancy skills.
- Sound knowledge of government financial accounting and reporting, audit, accountability, and internal

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Day to day interpretation of financial standards and policies, and using professional judgment to determine best options and provide advice for decision making.
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"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Must have the ability to adapt to tight time lines and dealing with other departments in GOA and adhering to 1GX time frames and functionality.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values 	Reviewing revenue desktop procedures for a more seamless and efficient execution that will benefit both finance and program areas.

		<ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
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"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<ul style="list-style-type: none"> • Effectively influence directors, managers and other Ministry representatives, and lead and guide them in developing relevant business systems and processes involving financial information. • Provide consultation, guidance, and advice relating to financial and accounting issues and explain associated legislation, guidelines, directives, and financial requirements to Ministry representatives.
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"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<ul style="list-style-type: none"> • Manage and prioritize demanding tasks with competing and tight deadlines while paying close attention to detail. Efficiently reconcile and critically analyze global financial results as well as understand the micro processes that drive those results. • The quarter and year-end results must be delivered accurately and on time, must anticipate any potential issues that affect quarterly closing and financial reporting.

Benchmarks

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

022FN12 - Human Services, Financial Analyst - Contracts