

Working Title Director, Parks Finance		Name	
Position Number	Division, Branch/Unit Parks, Visitor Experience and Business Supports Branch	Ministry Environment and Parks	
Present Class Senior Manager, Zone 2		Requested Class Senior Manager Zone 2	
Dept ID	Program Code	Project Code (if applicable)	

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Reporting to the Executive Director, Visitor Experience and Business Supports of the Parks Division, the Director of the Parks Division Finance Unit provides overall leadership to this diverse work unit as well as coordination and integration of financial processes across Parks Division.

The position leads the strategic management of financial priorities and issues for Alberta's provincial parks program by:

- providing information and advice on the Parks Division's key issues, strategic program and policy initiatives, operational strategies and practices;
- providing direction for annual and multi-year business and budget strategies for the Alberta Parks program including:
 - budget planning, development, monitoring, forecasting and reporting,
 - revenue management and reporting,
 - monitoring seasonal and permanent FTE utilization,
 - capitalization of capital staff,
 - coordinating divisional input into departmental financial planning exercises,
 - and coordinating overall financial training, processes, management and reporting in the division.

The position is also accountable for the effectiveness of the division's financial practices and operations and provides leadership to the team and field operations to ensure appropriate financial and internal controls are established and adhered to.

Direction provided and decisions made by this position must be consistent with the program and financial legislation, policies and procedures applicable to the division, the department, and the Government of Alberta. The focus of this position is effective, consistent and innovative financial management across the provincial parks program.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

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1. Strategic Program and Financial Planning, Direction and Policy Development:

- Contributing to the development, monitoring and evaluation of major Alberta Parks program policy initiatives and management strategies to guide the long-term management of the provincial parks program.
- Support the Parks Executive Team through the Parks Finance Committee to set strategic program and policy direction, overall management direction, and priorities for the Parks Division in regards to fiscal matters;
- Participating as a member of the Parks Directors Committee and Parks Managers Committee to set strategic and operational direction on divisional issues and priorities;
- Supervising directly the activities of the Unit staff and indirectly the activities of divisional staff completing financial tasks to achieve branch, divisional, departmental and GOA program and financial priorities.
- Work closely with Corporate Finance, Executive Directors, Regional Directors and controllers and the Director, Crown Land Infrastructure Program

2. Financial Planning and Management for the Parks Division:

- Directing the preparation of briefing materials relevant to the Parks Division's budget for the department's Executive Team, Park Finance Committee, Public Accounts, Committee of Supply, etc.,
- Ensuring that effective budget/expenditure and revenue planning, management, monitoring and reporting processes are in place for the division to achieve GOA and ministry requirements and expectations for financial management;
- Ensuring that effective budget/expenditure and revenue management computer systems/programs are implemented across the division (i.e., 1GX, CARS2, SHOP) for the division to achieve GOA and ministry requirements and expectations for financial management;
- Coordinating divisional participation in, and responses to, audits by the GOA's internal auditor and the Office of the Auditor General;
- Consult with, and provide interdivisional and interdepartmental advice (e.g. Corporate Finance, RMI, Service Alberta) on a variety of program financial issues.
- Manage accounts payable on behalf of Parks Division, with the exception of Capital Infrastructure:
 - a. For headquarters the team processes non-contract payments which involves receiving invoices, checking expenses against budgets, loading and coding in the AP system.
 - b. For the division the team processes all contract payments which includes setting up new contracts, obtaining EO approvals, tracking completion in 1GX and extensive reporting in addition to non-contract payment tasks.
- Provide financial analysis and support to the procurement and management of third party agreements, contracts, and grants.

3. Revenue Management:

- Strategic planning for Parks' overall financial sustainability including revenue generation and management, including cost recovery approaches and/or subsidization of parks programs and services.
- Monitoring and reporting revenues from retail and reservation services including overnight accommodations, tours, programs, passes, concessions and major facilities; permitting; as well as contract and procurement support to the Parks Divisions' four regions and head office;
- Developing and managing financial processes within SHOP.albertaparks.ca and the point of sale system.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- University degree in accounting, business administration, or other related disciplines supplemented by a minimum of 7 years of directly related experience in strategic planning or policy analysis/development, and financial

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planning and management, preferably in the areas of park, natural or cultural resource, or retail and revenue management. CPA designation is required.

- Knowledge relating to park and/or recreation management, including retail and customer services.
- Knowledge of applicable legislation, regulations, policies and directives (e.g., *Provincial Parks Act*, Land-use Framework, *Freedom of Information and Protection of Privacy Act*).
- Knowledge of GOA business and financial planning and management requirements.
- Knowledge of GOA and Ministry business and financial planning concepts, goals and initiatives.
- Knowledge of business management practices, policies and procedures pertaining to human resources, financial management, health and safety, contract management, business and capital planning and reporting and performance management.
- Effective communication skills, (oral and written) and strong interpersonal skills with a proven ability to build collaborative relationships with all levels of the organization and influence decisions on related financial matters.
- Strong project management skills with ability to set priorities and effectively lead and motivate a team in a high volume, high-pressure atmosphere and produce quality results under tight timelines.
- Must be agile to move between tactical and strategic thinking with highly developed analytical and problem solving skills, and ability to foster innovation and a focus on a high level of customer service.
- Strong negotiation and conflict management skills with the ability to engage constructively to find enhanced productive outcomes.
- Understanding of the client, stakeholder and partner community affected by the Parks division mandate, including relevant organizations, committees, advisory groups and senior representatives.
- Sensitivity to the political environment within which the department operates, and government decision-making process.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position leads or contributes to Parks Division strategies and initiatives to resolve program and financial issues (e.g., financial sustainability, revenue generation).

The position provides strategic advice and analysis for executive, including developing forecast scenarios that reflect policy options (e.g., impact of different policy options on revenue, expenditures, alternative sources of delivery). It is also responsible for ensuring planning and deployment of resources to deliver provincial parks programs. The position leads a team of financial staff to provide services to support every level of the organization. In addition, this position provides direction regarding fiscal matters to regional controllers, and leads a team that coordinates fiscal reporting and budget development with regional controllers.

This position works with a great variety of staff and executive, managing input from a wide range of programs to understand needs, policy and government expectation to develop cohesive and unified operational goals and processes. This ensures the best service to Albertans by providing consistency, clarity and informed advice to operational staff and executive. This budget is complex, including a significant amount of earned revenue through public retail and reservations.

This position requires and applies strong organizational and leadership skills to enact a systems approach to providing support for field operations to achieve consistency in the application of provincial procedures and through partner organizations.

Acts as a change agent by challenging status-quo operations and finding innovative solutions to complex problems.

Cultivating strong working relationships in a trusting environment, with internal and external stakeholders and cross-ministry relationships with departments and divisions with land management and fiscal mandates.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The position contributes to or leads divisional issues management and response activities on a variety of program and financial issues. The development of responses or recommendations for the Parks Division to controversial or sensitive issues involves selecting from or building new and innovative solutions from the sometimes conflicting inputs of divisional staff, other impacted departments, legal or financial advisors, etc. in order to define the final response.

Some conflicting inputs are resolved by existing policy and precedents, while others require analysis and evaluation to develop effective resolutions. The position works within a framework of GOA, departmental and divisional policy, guidelines, practices and precedents. Such guidelines are not always present, however. This position guides the development of responses, solutions or proposals and identifies inconsistencies, gaps, deficiencies to generate paths forward for resolution..

Leading and directing divisional financial planning processes (e.g. implementation of budget allocations) involve negotiating or arbitrating between competing divisional priorities.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
Parks Finance Section Staff	Daily	Effective leadership of and direction on the division's program issues and the division's financial management activities.
Parks Directors and Managers (operational, unit and supervisors who develop budgets)	Daily/Weekly	Address concerns, exchange information, collaborate on initiatives. Provide advice and recommendations in order to resolve divisional program issues. Provide leadership and direction regarding divisional budget priorities, problems and solutions.
Parks Operations Regional Controllers	Weekly or more frequently if required	Effective direction on and coordination of divisional budget activities.
Parks Capital Program	Weekly or more frequently if required	Support to Crown Land Capital Program, including capitalization of salaries. .
Parks Executive Directors	Daily/Weekly	Receive direction; provide updates and briefings, identify issues and opportunities, provide advice and recommendations regarding divisional program and financial issues, priorities, resolve issues/problems and find solutions.
Parks ADM	Weekly or as required	Receive direction; provide updates and briefings, advice and recommendations regarding divisional program and financial issues, priorities, problems and solutions.
FP Corporate Finance, FP Senior Financial Officer	Weekly or more frequently if required	Effective direction on and coordination of divisional budget activities.
Human Resources, Communications and Public Engagement and other GOA partners	Weekly or more frequently if required	Facilitate program delivery. Identify issues and opportunities, make recommendations/find solutions and resolve issues. Coordination of Alberta Parks' program, budget and staffing information with other programs, including PSC. Input to Communications and Public Engagement on divisional issues.

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Clients	Frequency	Nature and Purpose of Contact
External Other departments	Monthly or as required	Effective representation of the Parks Division's program priorities, issues and requirements on interdepartmental policy and planning initiatives, projects or issues (e.g. proposals to Treasury Board; advice from Justice, etc.).

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

When leading or contributing to divisional strategies, policies, tools, processes and responses to issues pertaining to the Alberta Parks program, the responses recommended to the Executive Directors and Assistant Deputy Minister can become policy decisions that impact the entire Parks Division, and all or specific park visitors and stakeholder groups.

The position plays a leadership role in the division by providing support for all staff to understand not only how their work achieves the Alberta Parks mandate and service delivery, but also by growing staff financial literacy and providing the tools to do their jobs. This consultative and cooperative relationship between the field and Edmonton office helps to ensure the operations of a great provincial parks system.

This position is required to address a wide range of issues that vary considerably in both scope and complexity. The position is required to develop divisional strategies that are politically responsive, publicly acceptable and result in enhanced effectiveness and efficiency for decision makers and partners (Minister's Office, Deputy Minister's Office, Parks Executive, Parks regional leadership and staff, as well as partners in Parks delivery, such as contractors and operators).

One of this position's challenges is to provide advice and support to field operations without the power of directly supervising the staff required to operate within that advice.

The position requires a significant amount of working with others in the Government of Alberta to achieve results, including Ministry Corporate Finance as well as delivery partners in other Ministries such as Service Alberta.

These decisions ultimately influence the division's delivery of provincial park services to park visitors.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

Updated to reflect current organizational structure in Alberta Forestry and Parks.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).