

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Senior Reporting Analyst

Requested Class

Finance 4

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

CA02

Cost Centre

600128

Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Financial Services Division/Financial Services



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:

Reporting to the Manager, Financial Reporting, the Senior Reporting Analyst is responsible for leading the planning and coordinating of processes and initiatives for financial reporting requirements, including the provision of clear instruction and direction/guidance to department staff. This position coordinates the collection and dissemination of financial information to meet GoA requirements and deadlines, and is responsible for planning, developing and coordinating the period-end processes and procedures. The Senior Reporting Analyst plays a pivotal role in ensuring the integrity of the results reported in the Ministry's Annual Report, by leading the preparation of quarterly and annual department and consolidated ministry financial actual results submissions using 1GX. The Senior Reporting Analyst is the primary liaison with the Office of the Auditor General during year-end audits. This position also identifies, recommends and implements required changes to financial policies, procedures and guidelines to ensure compliance with applicable legislation and other applicable constraints. This position is responsible for the production of timely and accurate financial information, full financial disclosure and has a high degree of accountability and control for accounting and reporting policies.

Responsibilities

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

1. Coordination and preparation of quarterly and annual financial submissions for the department

and consolidation of results for the ministry:

- a. prepare work schedules and deadlines to enhance the timeliness of financial results,
 - b. develop and implement guidelines and processes to ensure accuracy of data,
 - c. update internal financial information templates and related instructions including timelines to ensure effective, accurate and timely information is collected from Cost Centre Owners for department results determination and Ministry entities for consolidation of financial information,
 - d. coordinate and lead annual financial reporting workshops and related training materials for department staff,
 - e. analyze general ledger data for accuracy and reliability to ensure data integrity for financial reporting,
 - f. ensure financial information is completed for submission to Treasury Board and Finance in formats consistent with the requirements of public sector reporting and accounting, and reporting requirements at the GoA level,
 - g. analyze results comparing budget vs actuals and year to year figures and provide variance explanations for major variances,
 - h. assist in the coordination and compilation of the financial information section of the Annual Report,
 - i. prepare financial information and various financial statement components and schedules to be included in the department's Annual Report,
 - j. assist with review of all financial information published in the department's Annual Report,
2. Provision of professional consultative and advisory support to the Manager, Financial Reporting and the Director, Financial Operations and Reporting to ensure compliance with legislation and accounting and reporting standards:
- a. lead role in planning, executing, reporting and analyzing financial information,
 - b. analyze trial balance and other financial reports on an ongoing basis for reasonableness and accuracy and investigate anomalies to ensure integrity of results,
 - c. apply professional judgment based on relevant training, knowledge and experience within the context provided by relevant professional and technical standards, as applicable in making informed decisions appropriate for the circumstances,
 - d. represent department on various cross-ministry working groups as required,
 - e. research accounting policy/process changes to determine impact on department,
 - f. recommend updates to Ministry procedures for efficiency and effectiveness,
 - g. prepare Public Accounts' briefing materials for executives.
3. Coordination of annual audit of financial information:
- a. liaise with Office of the Auditor General (OAG) staff during annual audits - provide overview of preparation of financial submissions and corporate accounting policies,
 - b. coordinate review/update of audit Knowledge of Business (KNOB) documents,
 - c. determine format and content of supporting working papers, ensuring completeness and accuracy,
 - d. prepare position papers as required to support accounting treatment of new and/or unusual items.
3. Supervise Financial Analyst(s):
- a. review and approve journal entries for accuracy and completeness,
 - b. review and approve all general ledger account reconciliations and appropriate supporting documentation is included,
 - c. provide leadership, guidance and training on financial transactions as appropriate.
4. Ensure disclosure materials are prepared and submitted within applicable timelines:
- a. reconcile data to ensure accuracy
 - b. prepare draft briefing materials for senior management

Problem Solving

Typical problems solved:

Creative approaches are necessary for resolution of ongoing issues and adaptation of new accounting standards and financial reporting practices. This position has significant contacts with senior accounting staff, with Ministry entities, the Office of the Controller (OOC) at Treasury Board and Finance, and the Office of the Auditor General.

Applying judgment is essential in ensuring the Ministry meets its legislative obligations for financial reporting. The incumbent is required to interpret and apply corporate accounting policies, Public Sector Accounting Standards (PSAS) and other directives and legislation related to financial transactions and reporting.

Significant project management and organization skills are required to ensure timeliness and accuracy of financial submissions within tight deadlines.

Types of guidance available for problem solving:

This position requires independent and creative problem solving and leadership skills for planning, prioritizing and coordinating projects and activities.

Some guidance is provided by the OOC for corporate accounting policies, however complex concepts may require further research in the PSAS Handbook. Controversial and/or complicated items are often discussed among designated accounting staff to ensure all aspects of the issue have been considered and consensus is formed on action to be taken.

When problem solving and determining next steps in specific situations, the incumbent must assess and advise on the most appropriate accounting treatment and its impact. The incumbent has significant discretion to make decisions regarding how specific issues should be handled and make recommendations to senior management when appropriate. The Manager and Director are available to provide support on issues that are particularly complex or sensitive. Professional judgment is often required.

Direct or indirect impacts of decisions:

Financial information is used by all levels in the department to manage budget and make informed decisions. Department Executives rely on Financial Services to provide accurate and timely information on a regular basis. In addition, publicly disclosed information must be accurate. Inaccurate information increases the risk to the department's reputation and could result in negative consequences.

This position contributes directly to the accountability of the ministry to report on its financial position in accordance with GoA requirements. Public disclosure of financial information demonstrates transparency and accountability that funds used on behalf of all Albertans to achieve ministry business plan goals. The incumbent contributes to the preparation and review of Ministry financial submissions, including detailed working papers to support that submissions are compliant with all requirements, are comparable and adhere to established guidelines.

Accounting knowledge and knowledge of ministry operations are applied to effectively interpret policies, legislation and complex financial data and transactions. Advice and guidance are provided to all ministry program areas to foster consistent application of processes and standards.

If this role is not performed well, a variety of risks are applicable:

- material misstatement of financial information that could lead to a qualified audit opinion,
- failure to comply with external reporting requirements,
- repeat OAG recommendations,
- poor financial decision making,
- damaged relationships with stakeholders,
- embarrassment/negative publicity.

Key Relationships

Major stakeholders and purpose of interactions:

Office of the Controller (OOC) - financial information requirements; direction on GoA financial policies
Office of the Auditor General (OAG) - liaise with OAG during annual audits; provide documentation and respond to inquiries

Manager, Director, Executive Director and Senior Financial Officer (SFO)/Assistant Deputy Minister -

present/discuss quarterly and annual financial results
 Department staff - analysis of financial transactions
 Colleagues in other departments - consult on financial transactions between departments; reconcile related party transactions.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	CPA/CA/CMA/CGA

If other, specify:

Commerce; Business; or Accounting

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

Accounting Designation plus 3 years additional related experience, or equivalency:

- University graduation in a related field plus 5 years progressively responsible related experience.
- Related diploma plus 7 years directly related experience.

Good understanding of Government of Alberta financial legislation, regulations and policies - Financial Administration Act, Government Accountability Act, Treasury Board Directives, and corporate accounting policies.

Ability to interpret and apply Generally Accepted Accounting Principles (GAAP), Generally Accepting Auditing Standards (GAAS), and Public Sector Accounting Standards (PSAS) to all financial activities.

Ability to interpret and apply complex accounting policies and principles to department scenarios.

Sound working knowledge of internal controls, audit requirements and accounting procedures of the GoA and the Ministry.

Experience with using a large complex financial system. Working knowledge of the GoA's financial system (1GX) is preferred.

Advanced computer skills (e.g., Excel, Word, PowerPoint, etc.)

Well-developed interpersonal relationship skills to enable the building of strong working relationships with colleagues, clients and central agencies.

Excellent written and oral communication skills and attention to detail - often required to explain financial concepts in a non-financial way.

Proven leadership skills at a professional level.

Ability to work effectively both independently and as part of a team.

Strong project management skills - ability to prioritize multiple competing priorities within tight timelines.

Analytical and problem solving skills.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes:	Expert resource for opinions on revenue, expenditures and

		<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 	<p>financial accounting matters. Required to interpret corporate accounting policies, PSAS and legislation/directives and apply to department financial transactions. Need to remain current on financial policies/procedures as required.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Required to complete numerous financial activities within extremely tight timelines. Position requires continuous improvement to best meet all competing priorities.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Member of the Financial Reporting team and required to work with all levels in the department. Strong communication skills are required to ensure views are clearly presented and understood by all team members.</p> <p>Need to collaborate with peers in other departments to address issues.</p>
Develop Networks	○ ○ ● ○ ○	<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 	<p>Required to consult with colleagues in other departments, OOC and Service Alberta (SA) staff on a regular basis.</p>

Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Professional accounting position with supervisory responsibilities. Requires ongoing learning and strong leadership skills.
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Benchmarks

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

024FIN15 - Senior Financial Analyst (Benchmark)
50001522 - Senior Reporting Analyst (Agriculture & Irrigation)
50079436 - Senior Reporting Analyst (Agriculture & Irrigation)
00052618 - Senior Financial Analyst (Seniors, Community & Social Services)
50011172 - Financial Reporting and Disclosures Coordinator (Infrastructure)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

