

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Corp Consolidation Analyst

Requested Class

Finance 4

Job Focus

Supervisory Level

Corporate Services

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Office of the Controller, CCR

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Dir. Corp Consolidations and R

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Corporate Consolidations and Reporting (CCR), this position provides a diverse range of financial management and reporting, including promoting government accountability and transparency, and meeting legislative requirements. Work will involve the preparation of Government of Alberta (GoA) consolidated financial statements, reviewing and updating GoA policies for financial operations and reporting, providing guidance and support to ministry business partners, and communicating critical financial information and identifying system issues to senior management. This position also contributes to the maintenance of corporate resource documents such as the GoA Period End Manual, GoA Year-end Timelines, Templates, and other documents and elements of financial management system.

The position will also provide support on financial, system and business process improvements and within the Office of the Controller (OOC) to meet Government of Alberta (GoA) reporting requirements. In addition, the position will assist in assessing the impacts of 1GX upgrades on GoA financial business processes, communication strategies and streamlining the processes in 1GX. This position will also be involved in future system developments/projects, and interact and liaise with internal and external clients and stakeholders to ensure efficiency and effectiveness in support of the financial and business improvement projects.

Responsibilities

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

- Provides a diverse range of financial management and reporting, including promoting government accountability and

transparency, and meeting legislative requirements. This will include:

- Prepare government's accountability documents which include, but is not limited to, the GoA consolidated financial statements and working papers, and other proactive disclosure initiatives in accordance with stated Government Legislated Acts and Regulations, policies and procedures.
- Prepare other management reports and ad hoc reports, such as quarterly/monthly fiscal updates, discretionary reports, training expense reports, etc.
- Provide financial reporting guidance and support to ministry business partners.
- Communicate critical financial information and identifying system issues to senior management.
- Identify and investigate issues with ministry annual, quarterly and monthly financial submissions and implement corrective actions, using knowledge of government business, of public sector accounting standards, and of generally accepted accounting principles.
- Research financial reporting practices of other jurisdictions. Provide background research to the OOC management to resolve issues related to the specific issues/projects.
- Develop positive relationships with ministry business partners and internal and external stakeholders.
- Lead the administration of corporate consolidation process, including executing monthly and quarterly elimination for GoA and all ministries.
 - Assist the manager in preparing GoA Proforma financial statements.
 - Support managers to develop/review GoA Year-end templates, as needed.
 - Help managers to streamline the instructions included in the GoA working papers.
 - Prepare OOC's response to auditor's comments on GoA Year-end Templates and Proforma financial statements.
 - Gather ministry and team's feedback on the reporting process, and help managers to develop a plan to improve the process that didn't work well.
 - Present relevant information to ministry business partners at workshops, training events and virtual meetings.
- Contributes to the maintenance of corporate resource documents.
 - Coordinate with other Center of Excellence teams to ensure the GoA Period End Manual is up-to-date.
 - Work collaboratively with other Center of Excellence teams to prepare GoA Year-end Timelines, and communicate the major changes in the Timelines to cross ministry Year End Committee members.
 - Review and update GoA policies for financial operations.
 - Other documents and elements of financial management system required by the senior management.
- Perform complex financial analysis on financial issues and projects.
 - Identify issues in the financial, system and business process and bring the issues to senior management for decision.
 - Assist managers in projects to resolve the issues identified.
 - Research 1GX and SAP process documents and provide background information to the OOC management to resolve issues related to the specific issues/projects.
 - Participates in cross-ministry efforts to develop new reports/functions or optimize the use of 1GX, and provide training to staff on its use.
 - Perform analysis of BPC reports and work with ministries business partners after each system upgrades to identify issues and provide suggestions to the senior management.
- Work with the Office of the Auditor General and ministries on issues that are raised either by ministries or the Auditor General and arrive at a resolution.
 - Further investigate the issues to have a complete understanding of the issues;
 - Work with managers and ministries to develop options for solutions;
 - Present the solutions to senior management and answer questions senior management may have;
 - Assist managers in implementing the selected solution.

Problem Solving

Typical problems solved:

Identify issues with system reports, system process, data in the system reports, ministries' journal entries;
Identify inefficiency of the system, business process, and reporting process;
Issues raised by ministries business partners, auditors, or other Center of Excellence teams.

Types of guidance available for problem solving:

GoA accounting and financial policies, Treasury Board Directives, Financial Administration Act, Fiscal Planning and Transparency Act, Public Sector Accounting Standards, GoA policies for operation, 1GX process documents, reference guide and training material.

For issues that existing documents can't provide guidance, this position will need to work with managers to create GoA process and develop documents to summarize and communicate the new process.

Direct or indirect impacts of decisions:

GoA finance community shares the same financial system - 1GX and follow the same overall reporting and operating process. Therefore, in most situations, issues identified would affect many other ministries.

For reporting issues that may only affect GoA consolidated financial statements, the solution will affect the accuracy of the report and GoA accountability.

Key Relationships

Major stakeholders and purpose of interactions:

This position will work with all ministries on different GoA projects to achieve the best results. This position will also frequently work with other center of excellence teams to develop new business/system process, and document and communicate the new process to GoA finance community.

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting

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

In-depth knowledge of 1GX-BPC **and S4**, accounting principles, and GoA accounting policies, and understanding of GoA financial and reporting processes, and the ability to communicate effectively to a diverse range of audiences.

Familiar with public accounting standards.

This position needs to have a in-depth understanding of data and flow of information in 1GX, and the impact of changes in 1GX system and business processes on GoA Consolidated financial reporting.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none">• Seeks insight on implications of different options• Analyzes long-term outcomes, focus on goals and values• Identifies unintended consequences	<p>System development and process change all require long-term view towards financial reporting goals that the GoA finance community is trying to achieve.</p> <p>This position will work with others to complete and implement projects. Therefore, understanding the impact of different options on others and identify emerging trends and unintended consequences are important to the success of this position.</p>
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">• Engages perspective to seek root causes• Finds ways to improve complex systems	<p>In a lot of situations, there is no available solutions to issues identified, which requires the OOC CCR team members to be able to engage perspective to</p>

		<ul style="list-style-type: none"> • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	understand the causes, and be creative to find solutions and solve problems.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	<p>Identify opportunities for improvement and change management are two key responsibilities of this position. To implement the best option, this position will need to identify alternative approaches, take action in uncertain situations and create a plan B.</p> <p>This position needs to adept well to the frequently changing environment.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>This position will be involved in many projects, and therefore, will need to partner with other ministries and center of excellence teams to achieve the goals provided. It's critical for this position to work with internal teams and ministries' stakeholders to complete the various reporting requirements to meet timelines.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	<p>This position will provide guidance to other ministries, and work with others to improve the system and business process. It's critical to build collaborative environments in order to achieve the best results.</p>

		<p>talent recognized</p> <ul style="list-style-type: none"> • Promotes collaboration and commitment 	
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 	<p>Implementing projects may require testing. Gathering input/feedback from ministries' business partners will increase the chance of being successful.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>GoA finance community just went live in 1GX two years ago. Get better understanding of the system will help streamline the GoA system process and improve the efficiency.</p> <p>In addition, there will be new accounting standards coming to effect in next fiscal year. It's critical for this position to understand these new standards, and assess the impact on GoA Consolidated financial reporting and financial operations.</p>

Benchmarks

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

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.