

Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Financial Administration

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Operations & Finance, this position works independently in the critical role of Financial Administration. Primary duties include: purchasing on behalf of Royal Tyrrell Museum (the Museum) operations, coding invoices and contracts, budget administration, reconciliation of all expenditures and revenue, reconciling reports, Concur expenditures, generating and submitting financial information to Branch management and Heritage Division financial representatives, daily revenue verifications, bank deposits and asset management control.

Responsibilities

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

1. 1GX - Purchasing and Coding (40%)

Purchasing agent for all program areas of the Museum. Ensures the Museum has the materials and supplies required to support the mandated visitor services and the legislative responsibilities of the Museum.

- Investigates product options and determines how purchases should be acquired according to GoA guidelines (i.e. standing offer, multiple quotes, contract, or tender process). Coordinates shipping of products or acquires product locally when possible. Prepares purchase orders or requisitions with proper coding, approvals, budget review and communication. Position exercises sound judgment to determine the appropriate process to follow for specific situations.
- Serves as the Branch resource expert on financial administration aspects, provides advice and interpretation of regulations, departmental policies and procedures.
- Processes invoices (coding) in a timely fashion, resolving inconsistencies and anomalies found within the invoices.
- Processes procurement card payments, reconciliation, coding, reporting and insuring all receipts are attached, approvals are received, and documents are complete.
- Assists staff with expense claim entries.
- Monitors financial and contractual documentation to ensure completeness, accuracy and compliance with GoA policies and procedures. Responds to reviews and audits as necessary.

2. Track Museum Budget, Expenditures & Revenues (35%)

Provides data for Branch management to make financial decisions and prepare forecasts for Division.

- Organizes and updates financial data within Excel.
- Provides financial information for Branch management based on in-house data.
- Coordinate fiscal year-end financial reporting.
- Reconciles in-house Excel database reports with 1GX Cost Center Reports.
- Create Revenues/Fee Summary reports.
- Prepare invoices as necessary.
- Notifies vendors when payments are overdue.
- Assists in budget preparation, including forecasting as requested.
- Records EPS and Holmen reports on budget spreadsheets.

3. Cash Reconciliation & ATMS Reporting (15%)

Reconciles admissions cash collection against Advanced Ticket Management System (ATMS) and shift verifications to ensure proper accounting and reporting of Museum revenue.

- Performs daily verification of cash reconciliation against all cashier ATMS shifts.
- Resets and verifies cash drawers and all master floats.
- Monitors bank transactions.

4. Asset Management (5%)

Ensures accurate accounting of Museum capital and attractive assets.

- Updates asset listing as new items are acquired and manages information for each asset.
- Surplus' capital and attractive assets, donations, and removal of assets from IGX.
- Performs annual verification of capital assets and attractive assets.

5. Office Administration (5%)

Performs various administrative duties as required.

- Attends to bank deposits, mail, and GoA courier.
- Acts as back-up liaison support for IT related issues: network, hardware and software
- Assists with vehicle maintenance coordination with vendors.
- Reallocates Lost and Found items as donations.
- Performs other administrative support and duties as assigned.

Problem Solving

Typical problems solved:

Position is required to address issues and make decisions regarding:

- sourcing appropriate, and often propose alternative, products or vendors based on initial request, due to lack of availability and/or pricing changes.
- determining correct purchasing process; for example using purchase orders, procurement cards, contracts, or tendering.
- determining correct 1GX procedure for unique situations

Position operates independently in planning and organizing daily work.

The position works within established guidelines and procedures, governing financial and administrative processes, and must exercise judgment in applying these guidelines to unique situations.

This position is required to remain up-to-date on all financial policies and procedures.

Types of guidance available for problem solving:

- Draws on 1GX training, documentation of Museum's Finance Office reference material, and experience.
- Access resource materials and policies/practices found on GoA or Ministry websites, the Hello 1GX website, and 1GX email updates
- Communication with Ministry Finance team, Fleet Management team, administrative personnel within the Ministry, Branch support, and others.

Direct or indirect impacts of decisions:

Museum operations relies on timely and accurate purchasing of materials in order to complete mandated deliverables.

Branch management decisions and Divisional reports/forecasts are based on accurate financial data processed through this position.

Key Relationships

Major stakeholders and purpose of interactions:

Frequent contact with vendors/contractors when ordering materials/supplies and for payment of invoices. This position interacts with Branch management to provide updated information on the Museum's budget, revenues, expenditures, budgeting process and forecasting.

Position requires the ability to work effectively with a wide variety of Branch and contracted staff regarding purchasing of materials and supplies having good communication skills, written and oral, to complete their job requirements.

The position provides an explanation of policies, procedures or operational guidelines as needed.

Contact with various Divisional Administrative and Financial staff, Department auditors, Financial Operations and Services staff, Financial Officers and Assistant Deputy Minister's Executive Assistant.

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

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

This position requires the ability to work in a high-pressure environment and must balance competing demands and priorities. Accuracy and strong organizational skills are essential as it requires exceptional attention to detail and deadlines. Position must gain a strong working knowledge of 1GX and policies and

procedures governing administrative services. Full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) who must have an understanding of the work of others, in order to properly execute financial administration duties. Knowledge and training required in Microsoft Office (Excel, Word, Teams, Outlook), general accounting, financial (banking) services, office administration, purchasing systems, and supply chain management. Previous working knowledge of 1GX would prove highly beneficial.

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	☐	☒	☐	☐	☐	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • 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	
Build Collaborative Environments	☐	☒	☐	☐	☐	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	
Develop Self and Others	☐	☒	☐	☐	☐	Seeks out learning and knowledge-sharing opportunities: • 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	
Develop Networks	☐ ☐ ☐ ☒ ☐	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature