

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade, and Immigration (JETI) leads efforts to grow Alberta's economy by supporting Alberta's entrepreneurs and employers, promoting trade and investment, helping recruit and retain workers, and promoting safe, fair and healthy workplaces. Beginning in 2025-26, the ministry also took on responsibility for attracting new immigrants and skilled workers to diversify, strengthen, and grow Alberta's economy and while supporting an inclusive, multicultural society.

The Financial Services Branch works as a business partner to the ministry, collaborating with the program areas to provide strategic and operational insight to help support the business to make stronger financial decisions. This includes the Financial Planning, which leads the budget and forecasting cycle, Financial Operations, which oversees financial processes, contract and grant management, and internal control reviews; and the Financial Reporting which manages financial reporting and accounting treatments.

Reporting to the Team Lead Financial Operations, the Accounting Officer, works collaboratively with financial professionals across the Government of Alberta to develop ministry policies, procedures and

implement GoA best practices. The primary focus of this position is to manage the ministry's daily financial operations while providing advice, analysis, consultation, and training to program areas and agencies. This ensures that financial activities are carried out in accordance with legislation, GoA policies, and the ministry's financial policies and processes. This position provides financial advice and recommendations to senior management in response to queries and ad hoc report requests, and to all ministry program areas to resolve unclear or complex issues. The role includes ongoing resolution of transactional and system issues, ensuring accuracy and strong internal controls for all financial transactions. Using a risk-based approach, the incumbent tracks, analyzes, compiles, and reports departmental work, applying financial expertise to ensure compliance with Generally Accepted Accounting Principles (GAAP); Government of Alberta directives and guidelines; and GOA Best Practices help to prevent recommendations from the Office of the Auditor General of Alberta (OAG) and the Office of the Chief Internal Auditor (OCIA).

The Financial Operations Analyst is expected to collaborate effectively with staff and stakeholders within and outside of the ministry, balancing a client -focused approach with good risk mitigation strategies and the needs of the ministry.

Responsibilities

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

Financial Operations Administration:

- Manage, prepare material, and deliver staff training to the Minister's Office and program areas when needed to ensure staff are aware and in compliance with general and internal GoA financial policies, procedures, and disclosures
- Analyze and review complex expense claim submissions from clients for compliance and provide feedback for corrections while referencing GoA financial policies and applying professional judgment to ensure audit findings are implemented
- Analyze and develop internal financial controls, policies, and procedures to maintain the integrity of ministry specific internal documents and identify areas of improvement
- Lead projects by engaging in information gathering, analysis, and summarizing data to meet ministry finance and program area needs
- Coordinate with program areas to conduct detailed reviews by applying professional judgment of financial policies and directives of actual travel expense claims against supporting information and pre-approvals
- Use Analytical skills to research and interpret GoA financial policies and summarize findings
- Maintain integrity, completeness, and accuracy of publicly disclosed expense data
- Collaborate with ministry finance staff to prepare documentation and business rational for Office of the Auditor General (OAG) Minister's Office rotational audit
- Complete year-end work, including, but not limited to completing working papers, schedules, templates for key stakeholders
- Provide input, analysis, and feedback into strategic and operational financial processes. Provide recommendations of changes based on assessment of leading practices
- Provide technical and financial information, advice, and guidance to various stakeholders and ministry staff (e.g., Expenditure Officers), including information on coding, procedures, and policies
- Conduct reviews and summary reports of various types of expense claims related to the Minister's Office (MO) prior to submitting to Senior Financial Officer for approval

- Prepare reoccurring reports (e.g. MO expenses, annual/quarterly expense, hospitality), expense disclosures and various ad hoc reports (e.g. expenses over certain thresholds), conduct analytical reviews, and ensure accuracy
- Ensure preparation for reports required by the MO and Treasury Board and Finance (TBF). Complete templates for approval, as required. This includes but is not limited to MLA and Minister's expense reporting, TBF oversight and hosting reporting for Gazette
- Process journal entries, reallocate expenses and revenues, clear inter-unit transactions, and correct coding errors
- Administer the P-Card process, including new/change requests, review and validate list of canceled or expired P-Card provided by Service Alberta, and follow up with card holders on overdue reconciliations
- Support the year-end activities including year-end accruals and ongoing accrual clearing and monitoring
- Ensure integrity, completeness, and accuracy of Financial information is maintained in the 1GX financial system
- Collaborate with the Contracts and Grants team by conducting contract and grant payment tasks and reconciliation of payments
- Develop and monitor new and existing financial policies using GoA policy updates to maintain the integrity of ministry specific internal documents
- Perform Accounting Officer duties by adhering to GoA compliance processes and procedures
- Summarize key financial data for management decision making

Stakeholder Engagement:

- Work collaboratively with TBF to answer questions on reported expenses on behalf of the MO. Provide rationales for expenses that do not comply and take corrective actions in a timely manner
- Coordinate the resolution of issues raised by staff and ensure high standard of service and adherence to Ministry procedures and policies. Respond to questions on invoice payments, disclosures, and any other general inquiries
- Liaise with program areas to collect and manage the accrual journals for year-end and maintain a complete list
- Provide advice and comprehensive training to staff to ensure GoA compliance policies and procedures are met
- Develop networks by supporting finance teams (financial planning and reporting) by using analytical skills to research and interpret policies using professional judgment to communicate key summary information to executive team members and key stakeholders in a timely manner

Problem Solving

Typical problems solved:

This position may encounter some program areas that do not have sufficient back up for their expenses or they may not be compliant with GoA policies.

Mitigation: Review reports to identify discrepancies and work collaboratively with the branch administrator to find back up materials. Work alongside staff to request reimbursement or additional back up as needed. Alternatively, utilize the new Accounting Officer Automation process to request expense claim backup using information from the expense reports summary files

The incumbent may need to address various system, policy/directive issues and questions from ministry

staff that may not have a set precedence on appropriate financial treatment.

Mitigation: Develop the ability to interpret policies and adapt to the situation. Ensure that Expenditure Officers are trained on new processes and requirements as needed. For more complex matters, reach out to networks for further financial interpretations to conclude a decision.

The incumbent operates within a team of accounting professionals. Strong interpersonal, communication, and team building skills are utilized in the interaction with team members, as well as, numerous financial program staff. Financial policy and procedure information and advice is provided to senior management on a regular and ad-hoc basis and impacts their decision making. Discussions and exchange of information regarding financial processes, including those resulting from the Auditor General's rotational audit examination or on Treasury Board and Finance reporting initiatives, are often required

Critical thinking and analytical skills in combination with the exercise of professional judgment and ethical principles are required to identify anomalies and inconsistencies in expense claims and deficiencies in internal controls processes and procedures. Often, complex options for resolution need to be analyzed and solutions implemented

Types of guidance available for problem solving:

This position relies heavily on the GoA Financial Administration Act, various GoA standards and policies (e.g. Travel, Meal, and Hospitality Expense Directive, Expense Disclosure Directive, etc.), and internal financial processes for review, compliance, and overall guidance. The Team Lead, and Director, Financial Operations and Procurement provide guidance, support and oversight prior to the Senior Financial Officer completing the final review and sign off of various reports and documents.

Additional guidance may be provided from developing networks with staff in other Ministries, including Office of the Controller to identify best practices and policy interpretation in similar scenarios.

Direct or indirect impacts of decisions:

This position supports and conducts reporting that will ensure accurate and objective information is provided for the Ministry's annual reports, Government fiscal and business plans, quarterly reports, and other financial reports. This has an impact on both operational and strategic financial and business decisions that are made throughout the government. The accuracy of all financial information will also impact any audits that may occur throughout the year and non compliance to financial policies can result in a qualified report by the Auditor General ultimately impacting the credibility of financial statements and controls.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Team Lead: To receive direction and establish priorities on a day-to-day basis. Consult on direction of the assignments to guide work and establish priorities.
- Director, Financial Operations and Procurement: To obtain broad direction on the nature of assignments and to guide work activities and establish priorities.
- Executive Director, Financial Services: To receive direction on issues that are unique, controversial and politically sensitive. These issues are only raised to the Executive Director when they are of significant risk or impact to the department.

External:

- Minister's Office: To provide feedback on expense claims, best practices, and create ad hoc reports.
- Department Staff and Branch Administrators: To collect information from contacts to identify issues, conduct analysis, and provide advice to these contacts on accounting, financial implications, and financial policies.
- Treasury Board and Finance: To receive updated requests for GoA compliance and ad hoc reporting such

as Gazette reporting for hosting, expense disclosures and oversight reporting.

Required Education, Experience and Technical Competencies

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

If other, specify:

Chartered Professional Accountant (CPA) Designation is an asset

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

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Requires broad knowledge of GoA and of ministry policies and guidelines, Treasury Board and Finance Directives, and various pieces of government legislation.
- Related experience in a financial / accounting environment. A CPA designation and experience in financial reporting would be an asset.
- Strong working knowledge of Enterprise Resource Planning systems (e.g., 1GX) and the various financial interface systems such as Concur and Electronic Payment System (EPS).

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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • 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 	This position is required to build networks (Branch Administrator, Service Alberta and Red Tape Reduction, Department Staff, Treasury Board and Finance staff, etc.) to be able to obtain cooperation when requesting information and/or advice/feedback
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	This position is required to constantly investigate discrepancies and expenses compliance with various policies. Must breakdown reports to find issues and provide resolutions. Must also actively partake in review of internal controls and determine how changing leading practices could be beneficial.

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>This position is required to be informed and aware of policy and procedural changes impacting financial operations. Must adapt and respond creatively in a fast changing environment and is required to improve internal processes and procedures with GoA changes and provide training to staff where needed</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>Ability to adopt and communicate a corporate perspective, having strong awareness of the department's and the GoA's priorities and objectives. Understands what results are critical, stays committed, negotiates major issues and rectifies problem situations and remains accountable to achieving them.</p>

Benchmarks

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

Financial Analyst - Energy (023FN17)
Regional Accounting Officer - Human Services (023FN16)