

Reclassification

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Parks Financial Operations Team Lead
(Previous title: "Parks Revenue Team Lead")

Current Class

Finance 3

Requested Class

Finance 4

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks, Strategy Gov and Bus Services/Parks Finance

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Director, Parks Finance

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-05-22

Responsibilities Added:

The Parks Finance team is being reorganized based on functional responsibilities. This is the first of a number of position updates across the team (others not requiring reclassification). This position will focus on leading Parks Financial Operations work, which in addition to the existing Revenue stream, will now also include Expense and Capital streams. This position will also move from direct supervision of 1 staff to 3 staff. This position will also be involved in leading operational improvement projects, and new monthly reporting processes.

Responsibilities Removed:

As a result of the additional responsibilities added above and the reorganization of work across the Finance team, there will be a reduction in budget and forecasting responsibilities managed by this role that is offset by the additional responsibilities.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Parks Finance, Parks Financial Operations Team Lead is responsible for leading revenue, expense and capital processing work for the Parks Division. In addition, this position leads operational improvement projects, as well as monthly financial reporting.

In addition to direct oversight of the Parks Financial Operations team, the Financial Operations Team Lead works closely with the 4 regional controllers, and may provide additional support and training to area staff, including directors, managers, admin, and seasonal (summer/winter) operation front-line staff with financial responsibilities. This position works to ensure an effective systemic approach for Parks' financial operations.

Responsibilities

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

Revenue Management/Banking

- ensures timely and accurate recording of revenue for camping fees, dispositions, donations, dedicated revenue and other revenue related transactions on a monthly basis
- responsible for collection of accounts receivable, banking, security deposits, and financial transactions related to the posting of revenue into 1GX
- liaises with Service Alberta on the correct application of cash revenue in 1GX, cash clearing of collector accounts, and adhoc request related to banking
- provides oversight of the Parks Division banking and merchant services, and actively participates in discussion, design, implementation and review of new financial systems and methods as required

Expense Management

- provides oversight and coordination of accounts payable and all other expense transactions, including inter-unit transactions
- coordinates Accounts Payable (AP) activities for the park finance and regional controllers; monitors contract entry into 1GX, NPO invoices and associated payments
- provides quality assurance of prepared GL journal entries

Asset Management

- provides oversight of the capitalization process
- collaborates with CIDI to ensure effective, accurate and timely capitalization transactions
- ensure capitalization work meets GOA accounting standards and OAG scrutiny

System Configuration and Reporting

- ensures correct and timely financial system configuration (e.g. business partner setups, CARS, etc.)
- coordinates the processing of expenditure officer designations within the Parks division and ensures the level of delegation of authority meets with GOA policies and directives
- develops and implements effective monthly management reporting
- develops and implements effective capital reporting processes
- prepares materials for and attends the monthly Parks Finance Committee in collaboration with the Parks Finance Director and Financial Planning and Analysis Team Lead

Training/Collaboration/Guidance/Process Improvement

- liaises with Treasury Board, AGI Finance, Service Alberta, and other internal stakeholders for cash/banking/accounts payable/other issues
- develops and delivers financial training to Parks staff and Facility Operators (contractors)
- maintains expertise in GOA/Parks Division financial policies, procedures and systems and provides divisional guidance to operational staff
- source of expert knowledge for processing transactions, ensuring that service level agreements are adhered to, and that the business processes align with GOA standards, and that financial information is prepared in accordance with GAAP, PSAS and established government standards, policies and practices
- provides advice and interpretations of numerous auditing directives from Treasury Board, Public Sector

Accounting Board (PSAB), and the Office of the Chief Internal Auditor (CIA), and the Office of the Auditor General (OAG).

- examines, analyzes and interprets complex financial system requirements and makes recommendations for improvements to enhance the efficiency and dependability of Parks Division's financial processes which ultimately affect the reliability of information being used for reporting and management decisions
- works with Financial Planning and Analysis Team Lead to resolve transactional and systemic issues and problems with 1GX, CARS, GLIMPS and other systems used by Parks

Team Supervision

- directly supervises Parks Financial Operations team
- functional supervision of financial operations processes, including providing divisional guidance and support
- leads divisional processes to ensure accuracy and timeliness of transaction coding; ensures effective financial controls are in place
- ensure desk procedures are developed and kept up-to-date and develops plan for cross-training
- manages team workload and ensures appropriate cover-off is in place when needed
- coordinates month-end/quarterly and year end financial activities
- leads audit response process, including producing reconciliations, working papers and reports
- ensures employees complete annual learning plan, annual performance contract and provide regular feedback on employee performance
- encourages employees to operate with a high degree of independence in daily operations
- provides cover off for the Director of Parks Finance as required

Problem Solving

Typical problems solved:

Coordinate and complete complex financial transactions in a tight and non-negotiable time frame set by the ministry, while concurrently working in timelines set by Treasury Board and Finance.

Work with the team to set priorities and adjust workloads as necessary to ensure demands can be met. Remain flexible to accommodate ad hoc priorities and set expectations accordingly.

Maintain a high degree of political sensitivity and organizational awareness. Develop strong knowledge and experience in financial operations and reporting, knowledge of systems and internal controls.

Provide financial insights/analysis into procurement processes and action requests.

Ability to identify and proactively solution financial issues/changes arising from changes in process/system implementations.

Ability to understand relationship between operating and capital expenditure plans and proactively anticipate impacts in changes on one to the other.

Ability to manage sensitive and confidential audit issues.

Ability to use professional judgment in the evaluation of alternatives and solutions within this framework.

Types of guidance available for problem solving:

This position is expected to operate with a high degree of independence and requires the ability to analyze and apply significant professional judgment to solve complex, new, and emerging issues. Ministry/TB/OOC resources are available and there is supervisory guidance available from the Director, Parks Finance.

Direct or indirect impacts of decisions:

This position has both direct and indirect impacts to parks business operations and ministry financial reporting. The parks division depends on this position to provide financial advice, implement process and policy improvements to enhance the efficiency and effectiveness of the division and ministry. This position requires creativity to determining solutions to issues that require judgment in the interpreting policies/

directives and in dealing with the clients regarding solutions. This position works in a team environment and receives minimal supervision.

Key Relationships

Major stakeholders and purpose of interactions:

Parks Finance Team - to prioritize work, cover off and financial issues daily
 Division Management (managers, directors, area controllers and Executive Directors)-provide direction and advise to the division's management team in order to assist them in meeting program delivery objectives daily
 Parks Contract Managers - to support timely financial reporting from and payment to Parks Facility Operators (biweekly/monthly)
 Service AB - manage the relationship between the ministry and Service Alberta to ensure timely and accurate deliver of services to our internal clients
 Office of the Auditor General, Corporate Internal Audit, reporting and operations - assist to resolve audit inquires, quarterly and annual financial reporting as needed
 Corporate Budget Staff - assist to resolve forecasting and budget variances as needed
 Corporate Revenue Staff - ensuring timely and correct revenue processing
 Corporate Financial Reporting Staff - assist to resolve reporting/financial treatment requests as needed

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:

Working towards an accounting designation will be considered with increased work experience

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

Essential Work Experience:

- Three to four years of progressively responsible experience in financial processes, procedures and operations.
- Supervisory experience and experience working with diverse functional groups. Supervision experience in a unionized environment is an asset.
- Experience providing clear communications and high-quality training materials to a variety of audiences.
- Good understanding and working knowledge of transaction processing within 1GX and other government and ministry specific applications. Enterprise-level system experience required.
- Strong understanding of GAAP, PSAS and working within relevant legislation/policy-driven environments.
- Proficiency with Microsoft suite, with advanced skills in Excel and SharePoint Online.
- Experience delivering timely, high-quality outcomes in high-volume work environments.

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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with 	This position is required to design and develop processes and systems, which address the financial needs of the parks division and create innovative and sustainable solutions that also support the department and GOA

		<p>APS values</p> <ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <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 	<p>This position creates an environment of learning and sharing expertise. It demonstrates the desire to invest in the development of the longterm capability of self and team members through professional development, training, and mentorship to promote career growth.</p>
Agility	○ ○ ● ○ ○	<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>This position takes a proactive leadership role to anticipate, assess and readily adapt to changing priorities as well as be able to operate in a dynamic environment. The position will need to adjust priorities and workload within the team as required to meet concurrent and tight timelines.</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>This position must proactively connect and build trust with peers and executives in the parks division, ministry clients, and other experts in their field.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility 	<p>This position operates with a high degree of independence and manages the workload of their team. This position must proactively plan work assignments to meet ministry and divisional</p>

		<ul style="list-style-type: none"> • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	timelines and needs and must proactively flag barriers to outcomes and possible solutions to the unit manager.
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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.

