

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details**Position**

Position ID

[Redacted]

Position Name (30 characters)

Financial Analyst

Requested Class

Finance 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

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

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Financial Services/Financial Reporting

 Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Senior Reporting Analyst

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Senior Reporting Analyst, the Financial Analyst plays a vital role in participating and assisting in the maintenance and accuracy of the Ministry's General Ledger and ensures data is reliable and accurate for financial statement reporting, and other financial reporting through the following actions:

- a. Perform bank reconciliations, GL account reconciliations and financial transaction analysis to identify errors requiring correction to support the integrity of financial data reflected in the financial statements.
- b. Prepare journal entries for mis-coding corrections, cost center adjustments, allocations of costs, inter-unit transfers, accrual journals, and other entries, ensuring journals are processed as needed with the correct authorization and backups.
- c. Run ad-hoc reports to support stakeholders with financial information and discovery of issues resulting from coding or system changes, providing support to compliance and uniform application of accounting principles and practices for the ministry.
- d. Assist in preparing monthly, quarterly results and annual financial statements for the Ministry of Agriculture and Irrigation and/or Forestry and Parks.
- e. Work in partnership with the Senior Reporting Analyst and the Manager of Financial Reporting in the development, implementation, and maintenance of financial policies and processes.
- f. Work with Senior Reporting Analyst to coordinate 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.

- g. Assist in 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.
- h. Act as a backup to the Financial Analyst in regards to act as primary contact for any issue related to Capital Asset Module, follow up with asset creation, maintenance, retirement and any adjustment.
- i. Work in S4 & BPC for current and prior year adjustments.
- j. Work extensively in BPC to generate consolidated annual report set 1 and 2, department and ministry trial balances. This position analyzes and interprets re-org data transfer for any intra and inter-ministry transactions in BPC actual transfer modules: 1) fund center to fund center template 2) cost center to cost center template 3) WBS to WBS template. Troubleshoot BPC consolidation results between ministry trial balance and consolidated annual report set 1 and 2, and act as an expert in manipulating data in BPC by using Pivot table functions.

Responsibilities

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

- 1) Quarterly and annual financial submissions for the department and consolidation of results for the ministry are prepared on a timely and accurate basis:
 - a. prepare work schedules and deadlines to enhance the timeliness of financial results,
 - b. assist in developing 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. analyze GL data for accuracy and reliability to ensure data integrity for financial reporting,
 - e. complete financial information 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,
 - f. analyze results comparing budget vs actuals and year to year figures and provide variance explanations for major variances,
 - g. prepare adjusting entries in both S4 & BPC.
- 2) Professional consultative and advisory support is provided to the Senior Financial Analyst and Manager of Financial Reporting to ensure compliance with legislation and accounting and reporting standards:
 - a. supporting 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. recommend updates to Ministry procedures for efficiency and effectiveness.
- 3) Within the framework of the *Financial Administration Act*, department and entity financial statement account balances are reported accurately and on a timely basis through the following activities:
 - a. prepare journal entries and enter in 1GX for a variety of financial transactions,
 - b. review GL account balances from Account code, CC, FC, WBS, PPC, Fund,
 - c. maintain quarterly and annual accrual documentation including monitoring, tracking, reconciliation and follow-up,
 - d. reconcile department accountable advances and collector bank accounts,
 - e. reconcile payroll interfaces to department's general ledger,
 - f. analyze and reconcile department balance sheet accounts,
 - g. reconcile department's Trust Funds Under Administration,
 - h. provide guidance and support to team members within Financial Services and within the department,
 - i. liaise with Office of the Auditor General staff to provide documentation as required.
- 4) Issues, concerns and problems arising from the government's financial system are researched and handled in accordance with GoA and department policies and procedures:
 - a. research and process transactions transferred to/from other departments on a timely basis,

b. research and process transactions transferred internally with the department on a timely basis,
c. assist program areas understanding their payroll transactions and provide guidance/training to supervisors on updating their Payroll Cost functionality to ensure staff are coded in the Human Capital Management (HCM) module of 1GX correctly. Work with program areas to determine issues and corrective actions required.

5) The Department's reporting structure, 1GX financial reporting trees and associated reporting trees are reviewed and verified to ensure compliance with corporate policies and Ministry and GoA reporting requirements.

a. Ensure 1GX system reporting trees are consistent with the budget structure (approved by the legislature) and the Proforma financial statements.

b. Ensure mapping from 1GX to legacy system is updated and accurate

c. Create and/or update financial statement layouts, quarterly reporting and other reporting layouts to correspond to the approved reporting structures and updated reporting trees.

d. Create and/or update GL and other ad hoc queries that support quarterly reporting, annual financial statements, as well as other financial reporting.

6) The audit of Department and Ministry's financial statements is completed.

a. Assist Senior Reporting Analyst to prepare the knowledge of business (KNOB) documents which outline various financial accounting and program area procedures relevant to financial results and are provided to the auditors for their review.

b. Reconcile bank accounts, trial balances and GL account balances and provide to the auditors.

c. Provide bank statements, reconciliations, emails, journal vouchers, approval forms, EO sign offs and other journal entry backup as requested by the auditors.

d. Ensure proper working papers and supporting documents are available for the auditors in support of the financial statements.

e. Follow-up and ensure the auditors receive requested information.

7) Financial support and input relating to financial matters is provided to internal and external stakeholders, senior analyst, internal management, and clients.

a. Provide support to internal and external stakeholders relating to financial reporting, issues resulting from government processes and coding changes.

b. Identify reporting problems to the Senior Reporting Analyst and the Manager of Financial Reporting, to ensure the integrity of the data and adherence to standards within the Financial Statements.

c. Provide support for financial statement adjusting transactions, accounting matters, clarification of accounting policies, etc.

d. Collaborate with sector and Ministry staff to promote coordination and integration of functions and activities

e. Provide explanation of data supplied to internal management to improve their understanding of the information in order to make appropriate reporting or operational decisions.

f. Identify and evaluate effectiveness of internal controls and provide recommendations for improvement.

8) Financial data is analyzed and interpreted using various sources and systems, such as excel, word, outlook, teams, fires, 1GX and BPC.

a. provide analytical support in BPC with extensive knowledge in analyzing and manipulating data from trial balance, annual report set 1 and 2, and re-org modules.

b. provide timely year-end BPC support by assisting in the analysis of annual report set 1 and 2, dashboard reporting, quarterly variance reporting, and trial balance reporting for both the Department and the Ministry.

c. manipulate BPC trial balance to display by different filtering criteria (profit center, RTC audit etc.)

d. identify BPC or 1GX system and/or reporting issues to Senior Reporting Analyst and Manager of Financial Reporting, troubleshoot issues, and prepare S4 or BPC entries to correct reporting errors.

e. act as a key financial expert in GOA re-org to translate Ministry's prior year financial results by using three different BPC re-org templates 1) fund code, 2) cost center, and 3) WBS.

f. Identify and prepare adjusting, re-class, reversal, and inter and intra elimination CAT journals in BPC

and S4 due to GOA re-org.

f. Ensure financial files are maintained logically and on a timely basis.

Problem Solving

Typical problems solved:

This position provides internal and external stakeholders with accurate and meaningful reports to assist in business decisions. It is also required to evaluate procedures and identify alternatives in order to streamline and improve financial reporting. Ministry financial internal and external reporting duties include coding update, cost center re-allocation, inter-unit transactions, bank and GL reconciliations, financial statement preparation. The Financial Analyst provides support and advisory services to the Ministry regarding financial policies and procedures, guidelines, regulations, and legislation. In this position, the Financial Analyst ensures compliance with all various financial policies, human resource policies, and applicable legislation.

Types of guidance available for problem solving:

Under the supervision of the Senior Reporting Analyst, this position functions within the context of reporting guidelines of Public Sector Accounting Standards (PSAS), OAG guidelines, Financial Administration Act, and directive of Treasury Board and Finance.

The Financial Analyst is involved in completing monthly reconciliations of bank and GL, input of various journal entries, and coding corrections. This position supports monthly, quarterly and annual financial reporting and obtains guidance from Senior Reporting Analyst and Manager of Financial Reporting. This position is required to monitor and follow up on various program areas within the Department. Processes used in financial statement preparation are constantly under review to improve efficiency and reduce timelines. The position needs to continually challenge the status quo with regard to the existing procedures and systems in order to explore efficient methods for achieving the desired results or develop new ways of doing business.

Direct or indirect impacts of decisions:

Financial information is used by all levels in the department to manage budgets 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:

The Financial Analyst works with staff at various levels of the Ministry, including Senior Reporting Analyst, Managers, Director, Auditors, etc., in relation to financial reporting and controls. This position collaborates with Senior Reporting Analyst to determine and explain the financial impact of changes in government or accounting policy.

This position collaborates with staff members, internal and external stakeholders to prioritize and complete responsibilities. The Financial Analyst assists in analyzing financial information, developing and

maintaining management reporting processes. This position responsible for the accuracy and reliability of general ledger balances and related information directly affect the consolidation of financial results and operations of the department, ministry and the GoA. The Financial Analyst works within the parameters of established financial policies and guidelines. Work is reviewed in terms of achievement of outcomes and performed under general supervision, with general direction or instructions as to how work is approached and completed.

- 1) Internal Staff - Provide coding research, communication, provide direction and support.
- 2) Senior Reporting Analyst/Manager/Director - assist in presentation of quarterly and annual financial results. Advice of any concerns upon review of GL that could result in material misstatement of financial information.
- 3) Program area staff, other Divisions, admin staff up to ADM's - Provide financial advice or solutions to issues identified and request information on financial transactions.
- 4) External Peers in Other Departments - Engage in inter-ministry initiatives, share best practices, networking.
- 5) Treasury Board and Finance - Assist to submit required financial information, seek clarification on year-end reporting formats, respond to queries.
- 6) Office of Auditor General of Alberta - Liaise with OAG staff, address auditor's questions, and provide documentation that support department and ministry financial information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Commerce; Business; or Accounting

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

- The Financial Analyst requires strong knowledge of:
- financial accounting and reporting theories, techniques, and processes
 - financial reporting practices
 - Public-Sector Accounting Board and Accounting procedures
 - relevant Ministry and government business plan goals, mandates, and organizational structures
 - Ministry, sector, and branch business priorities, programs, operational requirements, and related issues
 - mandates and perspectives of stakeholders and clients
 - relevant legislation, regulations, and manuals (e.g., Financial Administration Act; Government Accounting and Organization Acts; Treasury Board and Finance minutes and directives; budgeting, financial planning, and accounting manuals; Freedom of Information and Protection of Privacy Act)
 - relevant financial information systems, reporting tools, and software (e.g., Word, Excel, 1GX, SAP S4, SAP BPC, CAS, FIRES)
- The Financial Analyst must have well developed professional, analytical and interpersonal skills:
- analytical, research, and problem-solving skills
 - verbal and written communication skills to communicate financial issues and results in a non-technical manner to representatives of the Ministry
 - presentation skills
 - consultation, interpersonal, and conflict resolution skills
 - organizational and time management skills

- commitment to client service, confidentiality, tact, and diplomacy

The Financial Analyst must be able to:

- effectively defend financial analyses, assumptions, options, and conclusions to Ministry and stakeholder representatives
- assist in providing support to financial statements and financial analysis issues
- ability to interpret legislation, guidelines, and government financial requirements for Ministry representatives and stakeholders
- ability to manage and prioritize responsibilities under tight deadlines
- work independently as well as contribute effectively in a team environment
- demonstrate professional judgment, initiative, and flexibility relating to assigned responsibilities

Minimum Recruitment Standard:

University graduation in Accounting, Business, Economics, Commerce or Management or other related field and/or an accounting designation plus three years of related experience as described below.

Equivalency:

- 1) Related diploma in Accounting, Business, Economics, Commerce or Management or other related field plus five years directly related experience.
- 2) Accounting designation and one year additional related experience

Good understanding of GoA 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.

The following would be considered an asset:

- Accounting designation (CPA, CPA CA, CPA CMA, CPA CGA)

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:	Strong organization skills, Ability to meet various deadlines, able to

		<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 	multitasks, organize and time management skills to sort through tasks and organize daily duties by urgency and importance.
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 	Ability to stay calm under pressure, perform job duties with change of environment, ability to function well with sudden change of priorities. Required to complete numerous financial activities within extremely tight timelines. Position requires continuous improvement to best meet all competing priorities.
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 talent recognized • Promotes collaboration and commitment 	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. Need to collaborate with peers in other departments to address issues.
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 	Ability to establish a network of working relationships both within and outside of the Department. Frequently work with program areas, OOC, OAG and Service Alberta (SA).

		<ul style="list-style-type: none"> • Maintains stakeholder relationships 	
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 	Keep up with changes in policies and technologies. 1GX, BPC, excel, TEAMS, Google Drive, Sharepoint sites. Building consensus to promote efficiency and effectiveness in dealing with Ministry staff.

Benchmarks

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

This position is a mirror of Position ID XXXXXXXXXX

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.

