

## New

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

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:

Reporting to the Team Lead of Financial Reporting and Internal Controls, the Financial Analyst (Analyst) performs compliance reviews; identifies potential gaps in procedural policies; promotes segregation of duties; assists in the preparation of financial statements, schedules, notes and working papers; prepares and compiles various reports; and provides ongoing guidance and assistance to staff. This position is responsible to maintain data integrity within IGX and all sub-ledgers and ensures compliance with acts, regulations, policies, procedures and accounting frameworks (Department, GoA, GAAP and PSAB).

The Analyst ensures the efficiency and data integrity of financial reporting and supports the interpretation and analysis of the financial results in support of quarterly and annual reporting requirements.

The work supports the day-to-day and period-end processes and procedures. Included in these processes is a working understanding of the full cycle of expenditure processes, ensuring adequate and pertinent documentation is provided and/or obtained to support audit requirements related to interpretation and application of accounting principles.

Working within the framework of relevant government acts, regulations policies and procedures, the Analyst is responsible to identify areas where acts, regulations, policies and/or procedures are not being complied with.

#### Responsibilities

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

**1. Performs compliance reviews, as an Accounting Officer to manage financial risks related to expenditures. Working with the other Accounting Officers, provides guidance, direction and consultative advice related to financial transactions. As the assigned Accounting Officer; reviews, follows up and takes any corrective action necessary to ensure acts, regulations, policies, and procedures have been adhered.**

**Activities:**

- Daily sampling of journals and vouchers including on-line, S4Hanna, Ariba, Concur and CARS.
- Routine sampling of assigned vendors processed via the Electronic Payment System (EPS), P-Card, AP/GL Reconciliations and Fleet Vehicles (ARI system).
- Routine sampling of bi-weekly payroll transactions.
- As necessary, makes recommendations to the Director and/or Senior Financial Officer regarding additional follow up actions that may be necessary to address an issue

**2. Provides input into revisions to departmental policies, procedures and processes to enhance the effectiveness of the expenditure management process.****Activities:**

- Provides input, analysis and feedback related to financial management and reporting processes.
- Provides ongoing policy interpretation and guidance to all ministry personnel.
- Identifies and address transactional and systemic issues and concerns.
- Supports changes and streamlining of existing finance and accounting processes.
- Actively participates in the discussion, design, implementation and post implementation review of new policies and processes.
- Promotes adherence to and application of sound, cost effective internal controls.
- Participates on various cross government initiatives as required and appropriate.

**3. Assists in the preparation of various financial schedules, notes, reconciliations and working papers required for financial reporting at quarter-end and year-end, and involvement in the preparation of financial content for the annual report.****Activities:**

- Provides analysis, reviews and reconciliations of financial data.
- Prepares and compiles referenced financial statements, notes schedules and working papers that tie to the trial balance.
- Investigates and resolves any discrepancies found in financial data.
- Prepares adjusting journal entries for re-org adjustments, restatements and various other financial transactions.
- Analyze results by comparing budget versus actuals and year-to-year figures, and provide variance explanations for major differences
- Prepares adjusting journal entries in S4 and BPC/CAT journal for re-org adjustments, restatements, and various other financial transactions.
- Analyze results by comparing budget versus actuals and year-to-year figures, and provide variance explanations for major differences.

**4. Prepares and compiles reporting in support of the Agreement on Internal Trade (AIT), documents for Public Accounts and other ad hoc requests.****Activities:**

- Analyze available data and determine applicability
- Identify and resolve issues to ensure accurate and timely reporting.
- Aggregate into a predefined format or develop an appropriate presentation of the data.

**5. Provides support, as requested, to the Team Leads and/or Director, in support of internal (Corporate Internal Audit Services) and external (Office of the Auditor General) audits.****Activities:**

- Provides answers to questions and explains financial processes to auditors in relation to the financial statements, schedules, notes and working papers.
- Assists in preparing briefing material to respond to ARTs, Public Account and Committee of Supply regarding the contracts, procurement and grant management issues.
- Reviews and updates KNOB documents for the interim and year-end audits.

**Problem Solving**

Typical problems solved:

The position utilizes critical thinking and analytical skills in combination with professional judgement and ethical principles in accounting.

- The ability to analyze and transform raw data into informative, presentation quality reports quickly and efficiently.
  - The position requires the incumbent to operate with a large degree of independence and exercise strong professional judgement in finding appropriate solutions to problems.
  - The position has significant client contact with staff at various levels in the department, other ministries and external stakeholders, such as auditors, TBF/OOC and vendors, requiring the development and maintenance of effective working relationships.
  - The position provides sound financial advice to ministry staff by understanding the nature of the ministry's business and supporting a diverse, autonomous, decentralized ministry in proper financial management processes and controls.
  - The identification of deficiencies and recommendations for corrective actions, which may result in policy changes, directly impacts the entire ministry. This may also include making recommendations to the Director and/or Senior Financial Officer regarding follow up action necessary to either educate staff or seek other restitution of the issue.
  - The position requires flexibility and adaptability while working within the existing system, structure and strategy of the divisions' branches that utilize the Finance Branch.
- The position requires strong team abilities and the ability to thrive in a fluid organization as working in a team organization adds another degree of complexity.
- The ability to balance and handle both complementary and conflicting priorities in both an efficient and effective manner.
  - This position is required to develop and implement new and updated processes and approaches, and consistently seek continuous improvement.

Types of guidance available for problem solving:

Direction and guidance through Team Lead-Reporting. Guidance also available through policy, direction from TBF, consultation with other members of team

Direct or indirect impacts of decisions:

Error in reporting, weak internal controls, errors and omissions being missed, delay in reporting

### Key Relationships

Major stakeholders and purpose of interactions:

Team Lead, other corporate finance team members, program staff, TBF, OAG

### Required Education, Experience and Technical Competencies

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

If other, specify:

CPA or working towards CPA is an asset

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

University degree in a related field plus 3 years progressively responsible related experience or equivalent. An accounting designation is an asset.

Equivalency: Diploma plus 5 years directly related experience

The Accounting Officer requires a sound knowledge of:

- government financial accounting and reporting, audit, accountability, and internal control principles and practices
- government practises relating to fund, budgetary and encumbrance accounting
- pertinent CICA handbook sections with emphasis on PSAB and various financial activities, including financial statements, notes preparation and working papers
- accounting functions and the ability to assure compliance with GOA accounting guidelines
- relevant government and Ministry business plan goals, mandates, and organizational structures
- Ministry business priorities, programs, directions, operational requirements, and related issues
- partners and stakeholders affected by the Ministry business plans and operations, including relevant organizations, committees, and representatives
- relevant legislation, regulations, and guidelines (e.g., Financial Administration Act; Fiscal Responsibility Act; Public Lands Act and Regulations, Forest Act and Regulations, Forest and Prairie Protection Act, Fisheries Act and Regulations, Wildlife Act and Regulations, and Surface Rights Act; Alberta Finance and Enterprise financial and accounting manuals; Freedom of Information and Protection of Privacy Act)
- financial information systems, business productivity software, and report writing I query tools (e.g., Microsoft Word, Excel, and PowerPoint; 1GX; Concur)

The Accounting Officer must have demonstrated:

- verbal and written communication and presentation skills to explain and interpret financial and accounting information, policies, and processes
- organizational and time management skills to prioritize diverse responsibilities, handle complementary and conflicting priorities, coordinate projects, and meet strict deadlines
- consultation and interpersonal skills to build and maintain effective working relationships
- analytical and problem-solving skills
- commitment to confidentiality, tact, diplomacy, client service, and ethical principles
- organization and time management skills
- flexibility, adaptability and willingness to embrace new and leading edge methods and technologies

The Accounting Officer must be able to:

- efficiently reconcile and critically analyze global financial results as well as understand the micro processes that drive those results
- effectively influence directors, managers and other Ministry representatives, and lead and guide them in developing relevant business systems and processes involving financial information
- provide consultation, guidance, and advice relating to financial and accounting issues and explain associated legislation, guidelines, and financial requirements to Ministry representatives
- manage and prioritize demanding tasks having competing and tight deadlines while paying close attention to detail
- work independently as well as contribute effectively in a team environment
- demonstrate sound professional judgment, initiative, and flexibility relating to assigned responsibilities

Compliance reviews (Accounting Officer) require frequent contact with staff across the ministry. The purpose for contact can range from information exchanges related to policy guidance and direction up to addressing sensitive issues such as major policy infractions and ineligible purchases.

- The position routinely interacts with other members of the Finance and Administration Branch to assist with financial statement preparation, other reporting requests (e.g. AIT), addressing and/or resolving policy issues and concerns and general information gathering and sharing.

- During the interim and year-end audits, there is daily contact with the Office of the Auditor General's audit team members to answer questions, explain processes and provide additional supporting documentary evidence related to the financial statements, notes, schedules and working papers.

- As required, this position interacts with a broad range of staff from other departments and entities. Interactions can range from participating on various committees and work groups (e.g. Accounting Officer Community and the AIT report workgroup) to major change initiatives (e.g. the stand-up of a new entity, implementation of cross-government applications, etc.).

## 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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Consistently takes a holistic and long-term view of issues at multiple levels across related areas (e.g. ensuring the F/S for consolidated entities are consistent between fiscal years, adhere to standards and consults team with questions and observations). Anticipates outcomes and potential impacts to incorporate proper documentation and process for audit support, KNOB and shares information with Financial Operations Teams.</p>

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Accesses resources, information from other areas, and uses it to analyze issues, resolve problems and improve performance (e.g. communicates AO compliance statistics within Reporting team to ensure consistency and shared learning with program areas and other finance teams, YE templates).
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**Benchmarks**

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

023FN17 - Financial Analyst, 023FN16 - Regional Accounting Officer

**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.

