

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Financial Analyst

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry, Central Services, Business Services

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Forestry Bus. Support Manager

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Business Services, embracing the government-wide approach, builds and fosters strong relationships across the branches they support by facilitating cross-functional collaboration, streamlining financial operations, and providing strategic guidance to enhance efficiency and service delivery. The Financial Services unit, through collaboration with branches, leads the development and implementation of consistent financial practices and standards to achieve efficiencies. It leverages information and effort across branches to decrease duplication, increase value to the Government of Alberta (GOA), and provide reporting and analytics to enable strategic decision-making at the executive level.

Reporting to the Manager, Business Services, the incumbent provides executive and line area management with budgetary and forecast information and analysis, financial analysis, and management reports to ensure the ongoing changing needs of divisions are being met. This includes responsibilities for ensuring the accuracy of financial analysis and information through conducting necessary reconciliations and investigations and resolving financial variance and business processes.

Additional responsibilities of the Financial Analyst include:

- Forecasting for multiple expenditure officers, ensuring timeliness and accuracy, and analyzing financial data to predict outcomes that support effective fund allocation and strategic operational planning;
- Budget variance reporting, providing in-depth explanations of impacts and executive-level communication;
- Review of internal controls, including financial reporting, compliance procedures, and operational safeguards, to ensure alignment with GoA Best Practices. This includes implementing Ministry policies and procedures to mitigate financial and operational risks effectively;
- Assisting the Office of the Auditor General with reports and reconciliations for financial, compliance, and operational audits, ensuring accuracy and adherence to regulatory requirements; and
- Management of the cost recovery processes including reconciliation, reporting and invoicing for all mutual aid, responsible party fires and other activities that require the ministry to recover expenses incurred.

Responsibilities

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

1. Financial Management and Analysis:

- Within their assigned portfolio, the Financial Analyst ensures the effective management of annual budget allocations through the review, analysis, and reporting of budgets, forecasts, and actual expenditures.
- In collaboration with Expenditure Officers, prepares and completes timely and accurate budget and forecast submissions, ensuring data integrity and completeness. Provides guidance and advice to management at all levels on financial matters to support effective planning and control of operations.
- Identifies significant variances in actual or forecasted results compared to the budget, working closely with Expenditure Officers to explain discrepancies. Collaborates with Strategic Policy and Financial Services to present viable solutions to address business issues while considering the impact of proposed solutions on the program's budget.
- Prepares evaluations and reports on financial performance, comparing current results to prior-year figures and budget allocations. This includes using techniques such as trend analysis and variance investigation, with findings presented to the Manager, Financial Services, and the Director, Financial Services.

2. Advisory and Consultative Services:

- Provides advisory and consultative support to clients, working with Expenditure Officers to resolve inquiries, educate on accountabilities, assist in meeting deadlines, and ensure the timely provision of required information.
- Leverages expertise to guide clients in establishing and maintaining financial and organizational structures, ensuring alignment with established policies and best practices.
- Analyzes spending pressures, prepares supplementary analysis, presents alternatives, and makes recommendations as necessary to support financial decision-making.
- Monitors and reports on Full-Time Equivalent (FTE) usage, budget allocations, and actuals by business area.
- Prepares and uploads the monthly forecast into the ERP system, making necessary journal entries to correct coding errors or reallocate charges.
- Provides guidance to business areas regarding the Government of Alberta (GoA) Capital Asset Policy.
- Manages the capital asset lifecycle, including asset coding and setup, tracking expenditures, transferring assets from AUC (Asset Under Construction) to service, and disposing of assets at the end of their useful life, in accordance with GoA policies.
- Interprets reports to inform financial decisions related to project assets, including determining when assets meet capitalization criteria, when to place assets into service or write them off, and ensuring accurate project forecasting for reporting purposes.
- Manages all cost recoveries activities including gathering information, reconciliation, reporting and invoicing while providing information to expenditure officers or stakeholders.
- Interprets financial reports to support project decisions, including evaluating the implications of results on project outcomes and business operations.

Problem Solving

Typical problems solved:

- As a team member, the Financial Analyst will develop a solid understanding of current financial functions and

processes to assist clients in resolving issues and developing solutions related to their financials.

- This role requires the application of knowledge in accounting practices and principles, PSAB standards, and GoA directives, standards, and policies to ensure proper execution of financial and accounting practices.
- The Financial Analyst must be able to apply knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) to financial activities.
- Demonstrates a clear understanding of business concepts and practices as they relate to departmental activities.
- Ability to interpret and apply relevant government and departmental legislation, regulations, policies, and procedures effectively.
- Proficiency with the 1GX financial modules (General Ledger, Accounts Payable, and Purchasing) is required
- Strong ability to manage both complementary and conflicting priorities efficiently and effectively. Critical thinking, analytical skills, and professional judgment are essential.

Types of guidance available for problem solving:

- The Financial Analyst receives guidance and direction from the Manager concerning specific tasks and assignment timelines. However, there is an expectation that the Analyst will complete assignments with minimal supervision from senior staff. The role requires applying critical thinking and professional judgment to make independent decisions and successfully accomplish assignments.
- The Financial Analyst should seek guidance from senior staff as necessary for direction and instructions related to the work.

Direct or indirect impacts of decisions:

The Financial Analyst receives direction from both the Manager relating to specific tasks and timelines of assignments. An expectation exists that the Analyst will undertake those responsibilities with little supervision from senior staff. The position requires the Financial Analyst to apply critical thinking and professional judgement to make appropriate decisions in an independent manner as it relates to accomplishing the assignments.

Key Relationships

Major stakeholders and purpose of interactions:

The Financial Analyst will collaborate closely with Expenditure Officers and Project Managers to gain a deep understanding of their portfolios, acquire business knowledge, and stay informed about business decisions that may impact financial outcomes. The Analyst will communicate relevant financial information to the Expenditure Officer, Manager and Director as required.

The Analyst will address any inquiries or concerns raised by the Expenditure Officer and the Manager, Business Services, providing support as needed. In partnership with other Analysts, Expenditure Officer, and Corporate Finance, the Analyst will ensure that financial reports are accurate and that reporting deadlines are met.

Additionally, the Analyst will work with other stakeholders regarding cost recovery invoicing, ensuring proper coordination and financial tracking.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

A university degree or diploma in accounting, complemented by at least 3 years of related experience in c

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

- A university degree or diploma in accounting, complemented by at least 3 years of related experience in contract management, including the review and preparation of contract budgets and schedules, as well as experience in the preparation and review of financial statements.
- A strong understanding of project accounting, with a working knowledge of cost accounting principles, is essential.
- In-depth knowledge of Government and Ministry contracting policies, regulations, and procedures.
- Sound knowledge of financial analysis techniques and practices.
- Advanced computer skills, particularly with Excel and Word, are required.
- Experience with ERP systems, such as 1GX, is preferred.

- Experience in process improvement, documentation, and requirements gathering.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders.
- Excellent verbal and written communication skills.
- Ability to exercise professional judgment and discretion when handling sensitive or confidential matters.
- Strong analytical, decision-making, and organizational skills.
- Good understanding of the Ministry's and Regional contract and financial policies, procedures, and guidelines.
- Ability to work both independently and as part of a collaborative team.
- Knowledge and experience with IT systems and technology is considered an asset.
- Knowledge of PSAB and GAAP accounting standards.
- Demonstrated ability to build and maintain collaborative working relationships both across government and within the team.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	The financial analyst must remain self accountable, create work plans and meet deadlines for month end, quarter end and year end. This involves working with key stakeholders, expenditure officers and vendors to ensure timelines are met.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>This role must understand the far reaching effects of the work they do, from cost centre, to branch, to division to ministry.</p> <p>The financial analyst will provide guidance on accounting principals and policies to stakeholders and be able to apply it in financial analysis used to support critical decision making.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within 	Demonstrated agility through the ability to pro actively manage changes related to reorganizations, budget allocations and expenditure officers.

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

DM Name

Date yyyy-mm-dd

DM Signature