

## Update

Ministry

Service Alberta and Red Tape Reduction

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Financial Coordinator

Current Class

Finance 1

Job Focus

Corporate Services

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

Strategic Planning and Financial Services

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Mgr, Fin Compliance&Operations

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

This position is responsible for providing financial services to both the Ministry of Service Alberta and Red Tape Reduction and Technology and Innovation.

Reporting to the Manager, Financial Compliance and Operations, the incumbent is responsible for financial compliance review related to Concur transactions including Procurement Card and Out-of-Pocket expense. The position liaises with the Minister's Office, Deputy Minister's Office, and Executive team to provide advice on expense transactions in Concur in order to ensure compliance with GoA financial policies and directives.

This position will also be responsible for conducting pre-accounting officer review of expense disclosure and Concur transactions.

The incumbent is responsible for Expenditure Officer application process including maintaining email distribution lists. If left unfilled, there will be an impact on the Ministry's ability to enforce internal controls.

## Responsibilities

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

### Pre-Accounting Officer Reviews of Expenditures

In support of the legislated role of the Accounting Officer (section 38 of FAA), conduct in-depth expenditure reviews in the following:

- a) Concur expense review (Out-of-pocket and Procurement Card)
- b) Prepare accounting adjustments to correct any errors identified in the pre-accounting officer review
- c) Ministry expense review prior to public disclosure

Activities include:

- Review expenses to ensure compliance with financial policies, FAA and relevant Treasury Board and Public Service Commission directives,
- Identify and action issues with expenditure officers pertaining to financial policy non-compliance and lack of documentation; investigate financial policy infractions,
- Compile working papers for Concur review,
- Collaborate with Accounting Officers to resolve policy infractions.

### Expenditure Officer Designation

- a) Maintain and administer Expenditure Officer records in accordance with FAA
- b) Update and maintain Expenditure Officer listing and records including application forms
- c) Maintain email distribution list for Expenditure Officer and Expenditure Officer assistants for the Ministry

### Expense Reporting

Responsible for the reporting of expense information to meet internal reporting/monitoring needs of the organization such as:

- a) Expense Disclosure
- b) Minister Oversight Reporting
- c) Minister's Office Expense Reporting

### Build Professional Relationships and Strengthen Professional Networks

- a) Build positive and professional relationships to maintain customer satisfaction with internal (Minister's Officer, Deputy Minister's Officer, and Service delivery program areas) and external stakeholders (client ministries),
- b) Initiate and co-ordinate new processes in order to improve organizational performance,
- c) Support the completion of unit projects and assist Financial Operations team members by covering off during scheduled and unscheduled absences, particularly during the critical periods of the unit's work cycle,
- e) Understand the role this position plays on the team and evaluate which outcomes are most important to accomplish; prioritize workload accordingly.

## Problem Solving

Typical problems solved:

- a) Review financial transactions to ensure that these comply with the Government's policies and directives.
- b) Liaise with the program areas and advise on Concur related expenditures.

c) Provide financial advice and guidance to program areas to ensure compliance with financial regulations and policies.

d) Conduct analysis and interpretation of financial data. Investigate instances of non-compliance and take corrective actions, when required.

Types of guidance available for problem solving:

Hello 1GX.  
 TBF directives, policies, and resources.  
 Department specific policies.  
 Advice and direction from Director, Manager and cohorts within Strategic Planning and Financial Services

Direct or indirect impacts of decisions:

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**Key Relationships**

Major stakeholders and purpose of interactions:

- Directors, Managers and Budget Officers within Strategic Planning & Financial Services: collaborate regarding financial administration of expense approvals and compliance with Delegation of Authority.
- Directors and Managers within the Ministry: Two-way communication to ensure all Ministry financial activities have been properly administered and reported;
- Directors, Managers and other key stakeholders from other ministries: coordinate on inter-entity transactions.
- Expenditure Officers, Accounting Officers, and Team members: collaborate on compliance reviews.
- Office of the Auditor General: work with audit team during year-end financial audit, if needed.
- Cross-government finance community: represent Service Alberta's interest; collaborate on GoA wide projects.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Business		

If other, specify:

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

- Knowledge of GAAP (Generally Accepted Accounting Principles) and Public Sector Accounting Standards
- Experience with complex organization and systems, including good working knowledge of database-based enterprise resource planning system and reporting tools.
- Knowledge of government policies, programs procedures, guidelines and the Financial Administration Act.
- Ability to exercise professional judgment.
- Excellent interpersonal and communication skills (both written and verbal).
- Diplomacy, credibility, and discretion, including ability to resolve conflicts.
- Ability to work collaboratively with manager and other team members.
- Strong personal computer skills, particularly in the Microsoft Office suite.
- Ability to manage multiple projects and changing deadlines.

**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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to	Reviewing financial transactions to ensure that

		<p>identify solutions:</p> <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	<p>these comply with the Governments policies and directives. Investigate non-compliance and take corrective actions when required.</p> <p>Liaise successfully with the Minister's and Deputy Minister's Office.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	<p>Build positive and professional relationships to maintain customer satisfaction with internal (Minister Officer, Deputy Minister Officer, and Service delivery program areas) and external stakeholders (client ministries)</p>
Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	<p>Ongoing review of existing reports and information requirements to streamline and optimize automation opportunities in 1GX.</p> <p>Collaborate with program areas to understand their needs and goals.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information</li> </ul>	<p>Understand that this role plays a critical part on the team as being the first point of contact for the Minister's and Deputy Minister's Office. Ability to manage multiple demands from these offices in a timely and professional manner</p>

		on changes • Open to new ideas and helping co-workers	
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**Benchmarks**

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

Finance - Subsidiary 2
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**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.

