

Working Title Financial Analyst		Name [REDACTED]	
Position Number [REDACTED]	Reports to Position No., Class & Level [REDACTED]	Division, Branch/Unit Financial Services Finance Services Financial Reporting Unit	Ministry Public Safety and Emergency Services
Present Class Finance 3		Requested Class	
Cost Center [REDACTED]			

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Manager, Financial Reporting, the Financial Analyst works as part of team responsible for the production of quarterly and annual financial statements and the coordination of the year end audit for the Ministry of Justice and Ministry of Public Safety and Emergency Services. The Financial Analyst ensures the accuracy of financial transactions and balances through effective analysis/reconciliation, including identification and resolution of financial reporting issues. The work is carried out in accordance with Public Sector Accounting Standards and applicable government legislation and policies. The position operates within a defined framework of existing legislation, policies, directives and processes, as well as the 1GX system

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Assists in the maintenance of the General Ledger to ensure reliable and accurate data for Ministry financial statements and other financial reporting requirements by:
 - Performing regular reviews of the Trial Balance for accuracy
 - Preparing monthly account reconciliations
 - Creating/generating ad-hoc queries/reports to identify financial accounting issues and support the integrity of financial data
 - Requesting information, supporting documents, etc. in support of critical account balances
 - Ensuring correcting entries are processed, as needed
 - Working with other Finance staff, establish guidelines and departmental processes to ensure consistent and accurate reporting information to meet operational requirements
- Assists in the preparation of quarterly and annual financial statements and associated working papers for the Ministry by:
 - Reviewing completed accrual submissions from Expenditure Officers for accuracy and completeness and following up with Expenditure Officers on any issues identified
 - Preparing accrual journal entries at year end and monitoring the disposition of accrued expenditures in the new fiscal year
 - Developing accurate, valid and timely working papers, notes and schedules required to prepare the quarterly and annual financial statements
 - Preparing variance analysis on several income statement and balance sheet items
 - Reconciling general ledger balances and ensuring agreement to supporting schedules
 - Working with other Finance staff in preparing work schedules and deadlines to enhance timeliness of information used by Senior Management to make decisions

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3. Supports the Office of the Auditor General interim and year end audit process by:
 - Assisting with the preparation, review and update of knowledge of business documents for the auditors
 - Meeting with the auditors to conduct walkthroughs of business processes specific to Financial Reporting
 - Maintaining supporting information for all accruals for audit purposes
 - Liaising with auditors to provide them with required documentation and/or explanations to facilitate the audit and resolve audit issues

4. Administer the Ministry Consolidations Process by:
 - Performing monthly reviews of the Ministry Inter-Unit Reconciliation and Inter/Intra – Unit Detailed Reconciliation Reports
 - Working with colleagues from other ministries to resolve any issues with inter entity balances
 - Ensuring correcting entries are processed, as needed
 - Generating the quarterly consolidation process in 1GX and communicating results to Treasury Board and Finance

5. Oversee various Ministry funding processes by:
 - Monitoring the cash clearing process and funding activities for Ministry non-GRF business units on a regular basis
 - Working with colleagues from other ministries to resolve any funding issues
 - Ensuring correcting entries are processed, as needed
 - Generating Inter-Unit Activity Reports and reviewing balances for accuracy
 - Responding to cheque imaging requests from vendors and/or program areas
 - Investigating stalemated and dormant cheques produced from Ministry business units and liaising with the Unclaimed Property in Treasury Board and Finance, if required

6. Participates on various working groups and/or projects with the aim to create efficiencies in corporate and ministry reporting requirements by:
 - Assisting with the implementation of various 1GX financial projects (e.g. reviewing business processes, training, user acceptance testing, change management)
 - Participating as a team member on divisional financial projects and work teams
 - Coordinating the completion of special projects and/or assignments

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The Financial Analyst is responsible for comprehensive financial analysis and reporting services for the Ministry of Justice and Ministry of Public Safety and Emergency Services, Victims of Crime Fund, and Human Rights Education and Multiculturalism Fund. This position manages large volumes of data. The Financial Analyst works within the parameters of established policies and guidelines. Working closely with internal and external individuals, this position exchanges information, discusses specific issues, and resolves problems. The Financial Analyst functions with some independence. Work is reviewed in terms of achievement of outcomes, quality of analysis, and the extent to which results meet requirements of Ministry representatives, Treasury Board and Finance, the Office of the Auditor General, and other stakeholders.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Financial Analyst requires the following knowledge, skills and abilities:

- Knowledge of Government financial accounting policies and guidelines
- Knowledge of financial reporting practices
- Knowledge of relevant Ministries organization structures, business priorities, programs, operational requirements, and related issues
- Experience working with large financial systems
- Analytical, research and problem solving skills
- Ability to work with minimal supervision and demonstrate good judgement
- Verbal and written communication skills to convey financial issues and results
- Strong organizational and time management skills to complete tasks within specified time frames
- Excellent communication and interpersonal skills for troubleshooting issues
- Commitment to client service and confidentiality

Education and Experience

- Accounting designation plus 3 years additional related experience; or equivalent
- Experience with IGX is desirable.
- Considerable experience in producing financial statements and working with auditors.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Clients	Frequency	Nature and Purpose
INTERNAL		
Financial Reporting staff members	Ongoing	Work with other team members to cross train and accomplish tasks together.
Finance & Planning Division staff members	Frequent	Share information and address issues and concerns.
Representatives from other divisions in Ministry	Regular	Obtain information and address issues and concerns.
EXTERNAL		
Alberta Government staff members and work groups	Regular	Collaborate on cross-ministry initiatives; troubleshoot issues
Representatives of the OAG	Periodically (Interim and Year End Audit)	Provide documentation and respond to inquiries.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

No direct supervision.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).