



Working Title
Finance and Insurance Administrative Support and Supervisor

Name

Position Number

Division, Branch/Unit

Ministry

Treasury Board and Finance

Present Classification

Administrative Support 6

Dept ID

Program Code

Project Code (if applicable)

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 [Section 2.3](#)).

Reporting to the Director, Risk Management Operations of the Risk Management and Insurance division (RMI) of Treasury Board and Finance, this position is responsible for ensuring that claims information recorded in the Risk Management Information System along with the accounting information required by management for the purpose of managing the Alberta Risk Management Fund (the Fund) is accurate. This position also coordinates the day to day accounting activity of the Division and ensures that the administrative needs of the Division are met. The Finance and Insurance Administrative Support also supervises one direct report on the Administrative Support Team.

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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Reviews claims information in the Risk Management Information System (RMIS), including related accounting transactions, and data to ensure that it is accurate

- Provides, during the year, the Ministry of Alberta Treasury Board and Finance (Finance area), or equivalent, with accounting information related to revenue and accounts receivable required for the year end audit of the Fund
- Creates the accounts receivables report to be provided to the Finance area for the year end. This report includes outstanding subrogation amounts and Invoices/Inter-units
- Confirms that claims information recorded in the Risk Management Information System coincides with the information recorded in 1GX by Service Alberta & Red Tape Reduction

Prepares and coordinates the day-to-day general accounting activity for the Risk Management and Insurance Division

- Provides Participants of the Fund with Invoices/Inter-Units for payment of deductibles and premiums for separate insurance policy placements
- Follows up on outstanding Invoices/Inter-Units
- Performs the entry of incoming claims payments (receivables from participants or third parties) as required (RiskVision (RV) entry either from records from cash blotters or 1GX Invoice Register & Accounts Receivable workbook). This includes determining if these payments relate to current or prior years. The latter also applies to every InterUnit (IU) recovery (*Primary role. Backed up by Office Information & Analysis Support*)
- Deposits Checks (Cash blotter) (*Primary role. Backed up by Office Information & Analysis Support*)
- Ensures that all amounts and information included in invoices/expenses are correct and provides the accurate coding. This includes obtaining any required off system approvals from Expenditure Officers
- Ensures that the Administrative Support staff in charge of processing check requisitions follow correct procedures (the correct payee, address, codes, amounts, etc.) before they are emailed to 1GXNonPOinvoice@gov.ab.ca
- Orders stop payment on checks, as required (*Primary role. Backed up by Office Information & Analysis Support*)
- Assists with checks cashed confirmation through 1GX and responds to vendor inquiries (*Backup to Jr Claims Examiner & Operations and Claims Assistant Support*)
- Through the use of 1GX, runs reports on expenditures and revenue
- Responsible for any other accounting related activity required to be performed within the Division
- Responsible for providing information and some reports for the Marketing Manual as designated by the Risk Analyst

Coordinates the yearly activities of the Risk Management and Insurance (RMI) Division, such as the Actuarial Report and Audit

- Collects the information required for the preparation of the annual Actuarial Report by running internal reports, compiling information prepared by management, and obtaining other required reports from the Risk Management Information System
- Provides the compiled actuarial information to the Actuary, following the review of the Director, Claims and Executive Director, and resolves any issue or discrepancy pointed out by the Actuary
- Provides support to the Executive Director responsible for the final Actuarial Report

- Organizes and prepares the documentation required to assist the Auditor General in their annual audit of the Fund and based on the Auditor's report, ensures that recommended procedures are implemented

Provides administrative support, reviews 1GX reports, and deals with the public

- Responsible for payments related to purchases made with the Procurement Card (P-Card)
- Reviews the revenue quarterly report and follows up on any discrepancy or inconsistency noticed in the report
- Provides services to internal and external clients by responding to their inquiries
- Provides any other administrative support required by RMI

Supervises the Administrative Support Staff

- Plans, assigns and evaluates the work of the Administrative Support staff
- Provides coaching and guidance to the Administrative Support staff and training needed to ensure work is completed as required
- Responsible for the Performance Agreements required to be completed by the Administrative Support staff and for Performance Management
- Participates in the recruitment of new Administrative Support staff

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- High School diploma
- Ability to maintain confidentiality of sensitive information
- An overall understanding of the structure of government
- An understanding of coding invoices for budget tracking
- Strong communication skills and ability to work independently
- Exceptional skills in Word, Excel, Outlook, and PowerPoint
- A working knowledge of computer programs, administrative processes, and information systems
- Minimum three (3) years of insurance experience, including claims. Insurance courses or insurance designations will be considered an asset
- Minimum three (3) years of general accounting experience
- Proven supervisory and time management skills
- Knowledge of Government of Alberta financial policies and procedures will be considered an asset

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Daily contact with the Executive Director and Directors of RMI, the Finance area, other government departments, and vendors to verify claims information, accounting data, and to respond to their inquiries.
- Daily contact with the Administrative Support staff to provide direction and supervision.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

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CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Date

Division Director/ADM

Name

Signature

Date