

New

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Financial Reporting and Operations

Requested Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Corporate Services Division, Financial Services Branc

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Director, Financial Services

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Financial Services the Manager, Financial Reporting and Operations provides leadership to two teams of professional and technical staff in the preparation of the Department's and the Ministry's financial statements. The position also has the primary responsibility over the regular testing of and reporting on internal controls employed by the department on financial business and systems process, along with the safeguarding of the department's tangible capital and attractive assets. Expertise in the use of GoA enterprise resource planning (1GX/SAP) are critical to the success of the incumbent in this positions.

This position is a highly technical role and requires strong leadership skills to develop professional staff and to establish/maintain positive working relationships with other entities. The incumbent will also be requested to represent the department in some cross-government committees and working groups, with the aim of ensuring financial accountability and effective use of resources.

Responsibilities

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

Financial Reporting Functions

- Provide leadership and coordinate the completion of tasks to a team of two staff required throughout the year, cumulating in the preparation of annual financial statements.
- Review/prepare working papers quarterly and annually to support the financial statements.
- Ensure source data accuracy through regular reconciliations of General Ledger to Sub-Ledgers, reviewing/analyzing accounting transactions and preparing/reviewing adjusting entries as required.
- Prepare the financial statements of the Department and the Ministry on a timely and accurate basis, in accordance with legislated requirements and provincial government reporting standards.
- Liaise with the Alberta Utilities Commission (AUC) and the Balancing Pool (BP) regarding revenues and expenses and consolidate the two entities.
- Assist in preparation of briefing material for executive and the Minister to support presentations to the Cabinet Policy Committee (CPC), Public Accounts, Committee of Supply, Treasury Board and Finance, and the Public. Preparation of the briefing materials includes variance analysis between prior year, current year and budget activities.

Operations and Assurance Functions

- The ability to rely on systems' and business process' internal controls will be key to streamlining work processes. On a rotating basis, review the risk associated with data within the General Ledger (from source) and notes systems' controls built into various applications. Where there is a lack of segregation of duties, identify the reasons from maintaining existing process and identify compensating controls.
- Design and guide the testing of internal controls and procedures on a risk assessment basis, strengthening data integrity within Sub-Ledgers and General Ledgers (1GX/SAP).
- Prepare regular reporting of test results to Executive Committee. Where discrepancies are identified, assess the criticalness of such failures and recommend corrective actions.
- Ensure the departments' tangible capital and attractive assets are safeguarded properly and reported correctly in Department financial statements. Apply the principles as they relate to the department's assets, giving consideration to materiality and resource requirements to maintain the information.
- Design and guide the regular reconciliation and maintenance of all accounts, including computer interfaced transactions.

Accounting Operations

- Directs the provision of professional strategic advice, guidance and support on financial related matters to executives, managers and staff throughout the Ministry to enable them to effectively meet their goals and objectives as set forth in the ministry Business Plans.
- Conducts ongoing environmental scanning to keep abreast of changes in the financial management issues facing the Ministry.
- Ensures that adequate financial systems and processes are in place for financial operations including accounts payable, accounts receivable and revenues.
- Oversees the administration of training activities for all expenditure officers, procurement cardholders, management and staff in all matters relating to their responsibilities for expending budgeted funds.

Financial Systems Administration

- Oversees the administration and security access for all departmental financial systems (e.g., 1GX/SAP) financial system, Electronic Payment System (EPS), etc.) and ensures that training and support to line areas is carried out.

Advice and Leadership

- Draft and recommend accounting policies and procedures aligning to the reporting requirements of Public Sector Accounting Board (PSAB), Ministry policies and procedures and Treasury Board Directives and reporting time lines.
- Provide advice on potential new applications and processes at the Department wide and GoA level with respect to accounting needs.
- Help client divisions to recognize potential errors as to the completeness and accuracy of source data.
- Provide coaching, mentor-ship, and development for direct reports, enabling them to progress through their career.
- Model the competencies of the Government of Alberta.

Problem Solving

Typical problems solved:

General

The Manager of Financial Reporting and Operations is a department expert and represents the department in the field of financial reporting and internal controls. The position must resolve sensitive issues and balance client and organizational needs in terms of financial management.

The incumbent is responsible to ensure that department and ministry financial statements are prepared in accordance with government guidelines and PSAB. Judgment must be exercised when dealing with unusual or unique situations. The position works within a broad framework of government policies and practices, and assists external and internal partners to come up with alternatives and recommendations. At times, this presents a variety of complex problems and issues that may arise with little or no notice. The incumbent must be able to research into associated accounting treatments, rationalize the options available, and provide recommendations to Office of the Controller in Treasury Board and Finance as well as the Office of the Auditor General on the selected option. This requires a high degree of analytical evaluative, open-minded, honest and creative thinking. Decisions can set precedent on issues where there are no clear standards and procedures.

The position needs to continually challenge the status quo with regard to the existing procedures and systems in order to assess if there are better ways of value-adding alternatives for achieving the desired results or new ways of doing business. Processes used in financial statement preparation are constantly under review to improve efficiency and shorten timelines.

Demonstrated problem-solving skills are essential to being successful in this role. These include both technical matters and inter-personal challenges that may arise. The position depends on clients' cooperation in providing the necessary data on a timely and accurate basis.

Strong oral and written communication skills is required for in the drafting of departmental bulletins on the interpretation of Treasury Board Directives, application of legislation and regulations, and Action Requests. The incumbent must be able to prepare and make presentation to staff, management, and staff committees.

Leadership

This position leads a group of up to four professional staff in the application of their professional training to the reality of financial reporting and operations. The individual must be able to assist staff in understanding the bigger picture of how to turn financial data into financial decision tools, recognizing when there are underlying problems by simply looking at the information. Review of work does not mean redoing of work.

Ministry consolidated financial statement preparation requires that guidance and direction be provided to the AUC and BP recognizing their duties to their respective Boards while ensuring overall government time lines are met. The

position also provides accounting and system standard to AUC and BP on the submission of financial information to facilitate Ministry consolidations.

Solid understanding of business areas' mandates and royalty revenue regimes is required to provide value add to the client, building strong working relationships with key areas that are essential to meeting the overall objectives of the Financial Reporting and Operations unit.

The position has to be able to identify and resolve accounting issues before they become issues of the Auditor General. This requires highly developed technical analytic skills and strong inter-personal skills as solutions will likely require cooperation from others that are not within the unit.

Types of guidance available for problem solving:

The directives (policies, regulations, statutes, procedures, manuals) that are used in the position and state how they are used:

- *Financial Administration Act*
- Treasury Board Directives
- Accounting and Financial Control Manual
- Departmental Policy and Procedures Manual
- Contract manual

What kind of decisions, issues or problems are referred to the supervisor?

- Recommendations or concerns regarding unique or sensitive matters are referred to supervisors for direction and guidance. Significant management is to be kept informed of critical issues through status reports.

Direct or indirect impacts of decisions:

The timely and accurate preparation of financial statements impacts on the entire government consolidation of financial results. Legislated requirements for the timing of the release of quarterly and annual financial statements must be met. Furthermore, the work carried out by this position is relied upon by the Minister in signing the Accountability Statement and the Deputy Minister is signing the Management's Responsibility Statement in the Annual Report.

The Office of the Auditor General audits the financial statements annually. Irregularities may result in the need to adjust financial statements, impacting Office of the Controller within Treasury Board and Finance, who prepares the GoA consolidated Annual Report. These may result in formal recommendations, which are made public to Albertans.

The incumbent must develop processes and timelines to be used by all program areas, staff, and Ministry entities, to ensure accuracy, facilitates inter-related party transactions, elimination entries, and meets corporate reporting timelines.

The position has influence on the broader financial controls in government through cross government initiatives and committees and sharing expertise in a number of areas with other departments and committees.

Key Relationships

Major stakeholders and purpose of interactions:

Internal to Ministry:

Minister and Deputy Minister (As required)

- Prepare briefing books to support appearance in front of Treasury Board, CPC and Public Accounts committees.

Senior Financial Officer (Weekly)

- Provide assurance to the SFO that the financial information is reasonable, provide advice on various accounting issues that face the Department and Ministry.

Managers, Key Financial Contacts (Quarterly)

- Consult on expected versus operating results to identify potential errors or anticipated budget issues.
- Consult to provide guidance and direction on government and department policy relating to financial transactions.

Director, Financial Services (Daily)

- Active planning and guidance.
- As part of the leadership group within Financial Services Branch, ongoing communication is necessary to ensure that opportunities and challenges are shared.

Financial Reporting Analysts and Financial Operations Analysts (Staff)

- Provide supervision and direction.

The AUC and BP (As required)

- Ensure that AUC and BP meet reporting requirements for the consolidated ministry financial statements.

External to Ministry

Treasury Board and Finance (As required)

- Consultation with the Office of the Controller on complex financial reporting requirements for the consolidated ministry financial statements.
- Prepare financial information requested by Treasury Board committee including quarterly actual results and the yearly financial statements.
- Respond to requests for information to ensure that the Department and Ministry information is consistent with the GOA.

Office of the Auditor General (Quarterly and as required)

- Liaise with OAG staff during annual audits, providing clarification and documentation to support department financial results. Provide department response to audit issues and implement recommendations.

Cross-government representative (As required)

- Represent the department's needs/requirements on cross-government committees; work with other representatives to develop mutually satisfactory solutions. Negotiation and leadership required in influencing decisions that might impact resources.

Ministry of Service Alberta and Red Tape Reduction, Ministry of Technology and Innovation, and 1GX Team (As required)

- Resolve problems with the 1GX/SAP financial system.

Required Education, Experience and Technical Competencies

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

If other, specify:

University graduation in Commerce, Accounting or related subject

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

An accounting designation (CPA) is required in order to apply accounting principles (Public Sector Accounting Standards) in the Government reporting environment to ensure that the preparation of financial statements is governed by ethical and professional standards. This needs to be supplemented with five to eight years of progressively responsible financial experience in a government setting.

Strong technical accounting skills, including:

- in-depth knowledge of generally accepted accounting principles,
- application of the Public Sector Accounting Standards, and
- preparation of financial statements,

are essential as the role is responsible for the monitoring, recording, reporting and interpretation financial information, which requires the ability to interpret and apply the generally accepted accounting principles.

Other desirable knowledge and experience include:

- in extensive experience in the government sector,
- in-depth knowledge and experience in Microsoft Office and Excel, and
- working knowledge of government 1GX/SAP accounting software and general computer logic.

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	This position requires a strong understanding of how reporting decisions impact the presentation of financial information the GoA financial statements and how reporting requirements for different business areas impact the ministry's ability to achieve business outcomes.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems 	The position is required to take a leadership role for departmental financial reporting decisions, leading the audits, and interpreting

		<ul style="list-style-type: none"> • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	accounting standards. This requires working with multiple business areas to develop financial statements.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	The position will focus on achieving goals, for instance delivering financial information to the Office of the Controller within a prescribed time frame.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	The success of the position relies on other business units to meet financial reporting goals and must therefore work closely with staff and managers across the Ministry to develop innovative solutions when developing position papers and financial statements.

Benchmarks

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

M410-28, Manager, Financial Operations and Reporting

This benchmark position is focused on preparation of financial statements, ensuring proper controls and procedures exist and ensuring issues to consolidated financial statements are managed. All of these activities are included in the Manager, Financial Reporting and Operations role. The Manager, Financial Reporting and Operations also supervises a professional team (Finance 4 and 3 positions) as compared to benchmark who supervises administrative financial professionals.

M420-15, Senior Manager, Banking and Cash Forecasting

This benchmark position is more focused on an area of knowledge and with responsibility for a small number of professional staff. The Manager, Financial Reporting and Operations, is also focused on an area of knowledge and

with responsibility for a small number of professional staff.

M420-10, Audit Manager

This position is focused on royalty calculation and payment. The position requires strong accounting knowledge which is similar to the Manager, Financial Reporting and Operations.

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.

