

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

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 ensures the Department is able to manage client accounts and ensure that payments for accounts in arrears are made in a timely manner which contributes in maximizing Crown royalty revenue.

Responsibilities

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

1. Provides client service to all stakeholders by accurately answering complex questions concerning royalty processes, administration, and interpretation of acts, regulations, policies, and guidelines.

Activities:

- Provides client service to internal and external stakeholders regarding questions relating to royalty calculation and related activities.
- Researches, resolves, and responds to stakeholders' requests and inquiries through verbal and written communication within specified time frames in accordance with the department's policies and regulations.
- Assists in preparing for and participating in meetings as needed with stakeholders to address and resolve concerns.
- Conducts research and data collection for ministerial action requests and ministerial briefings.
- Prepares updates to the Guidelines to establish and clarify reporting requirements for Team Lead review.
- Investigates, analyzes, and proposes recommendation for issues raised internally or externally to ensure Crown reporting is accurate and in compliance with business rules and legislation.
- Provides input and assistance that ensures compliance to legislation, regulations, administrative policies, and guidelines.

2. Participates in activities relating to the timely and accurate assessment and calculation of Crown royalties while ensuring compliance with legislative requirements.

Activities:

- Reviews, analyzes, and reconciles royalty calculations and related information and communicates with internal and external stakeholders regarding the reporting of accurate royalty information.
- Identifies and resolves situations where royalty reporting does not comply with existing business rules and takes corrective action to ensure accurate reporting.
- Reviews and maintains infrastructure information to ensure data integrity.
- Conducts monthly reviews/analysis, as required, of client royalty assessment to verify all data elements reported are accurate.
- Ensures client compliance with pertinent acts, regulations, policies, and guidelines.

3. Contribute to the efficient and cohesive operations of the Royalty Operations Branch.

Activities:

- Assists co-workers with client inquiries regarding the calculation and assessment of royalties as well as other tasks within Royalty Operations as the need arises.
- Participates in branch-wide activities such as training, team meetings and projects to resolve issues.
- Designs, develops, and presents training packages for staff and assists in presenting training packages for external stakeholders.
- Develops knowledge, skills and expertise to effectively function within the branch and cross-train team members to provide effective and efficient client service coverage.

- Initiates and promotes innovative ideas to enhance the effectiveness and efficiency of the team by recommending improvements to processes.
- Collaborates on the design, development and implementation of business and system processes.
- Prepares statistics and reports as required for internal and external stakeholders.
- Assists with the education, training and mentoring of new employees.
- Participates in acceptance testing of new systems and changes to existing systems.
- Assists in resolving issues related to provisional assessments, penalties, interest adjustments, royalty deposits, financial and collection accounts.

4. Contributes to the Collection of Outstanding Gas Royalties

Activities:

- Performs a variety of monthly tasks related to the collection of royalty, including but not limited to; collection stats, insolvency files, ARTC list, APMC offset, PRL, LRL, Defaults and invoice verification.
- Analyzes outstanding royalties, interest charges, penalties, well and agreement information to prepare arrears spreadsheet for Leaseholder Default Letter (LRL) and default notice as well as requesting agreement restriction.
- Utilizes various internal and external applications to research, retrieve, interpret, and analyze data relating to all aspects of royalty calculation.
- Resolves account balances and accurately records and associates incoming payments from arrear clients and leaseholders to applicable agreement(s), well(s) and production period(s).
- Initiates the gas royalty collections process by contacting industry clients and informing them of their outstanding balance.
- Performs inter accounts transfers for mis-allocated payments or credits ensuring proper documentation is made. Requests refunds to be issued due to duplicate or overpayment of arrears.
- Shares information and collaborates with other areas within and outside the department (tenure, finance, treasury board and finance, legal services) regarding royalty collection or mineral agreement inquiries.
- Determines outstanding amounts that are uncollectable from arrear client and/or leaseholders.
- Requests cancellation of agreements on unpaid accounts once all collection processes have been applied.
- Reviews and verifies potential refund amounts to be used to offset outstanding royalties.
- Analyzes and reconciles arrear accounts after payments are received.

Problem Solving

Typical problems solved:

- Reporting to the Team Lead of Collections, Royalty Accounting, this position assesses, levies and collects natural gas Crown Royalties from Alberta's production of gas and gas by-products under the Mines and Minerals Act, Natural Gas Royalty Regulations and Alberta Natural Gas Royalty Guidelines.
- Within this framework, this position is responsible for the administration of client gas royalty accounts in arrears and ensuring all collections procedures are followed accurately and in a timely manner.
- The incumbent ensures that processes are constantly monitored, developed, and/or improved to optimize effectiveness and efficiency of daily operations.
- The position provides analytically detailed and comprehensive deliverables, regulation interpretation,

information, clarification and instruction to Crown Royalty stakeholders (internal and external).

Types of guidance available for problem solving:

The individual must have a very good knowledge of accounting principles, applicable legislation, regulations, policies and procedures and use these skills to provide guidance to clients to ensure collections procedures are administered. With close support from the Collections Team Lead and management team, this position requires analytical and research skills and the ability to weigh all factors to determine the best course of action to resolve problematic accounts.

Direct or indirect impacts of decisions:

This position is responsible for critical front-line contact with royalty clients in arrears and actions taken directly influences the timely resolution of unpaid accounts which results in maximizing Crown gas royalty revenue.

Key Relationships

Major stakeholders and purpose of interactions:

This position has considerable interaction with internal and external stakeholders to provide information on Crown royalties, accounts and discrepancies.

The interaction includes detailed interpretation of legislation and regulations and provides detailed royalty calculations and financial information. The interaction is primarily for the purpose of providing detailed and complex information.

These specific contacts include senior positions with companies (SFO, president), lawyers (internal legal services and external receivers/legal counsel) Government employees in various positions (peers to ADM) within the department such as Crown Land Data, Tenure, Financial Services and externally with Alberta Treasury Board and Finance and various banks.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Business

2nd Major/Minor if applicable

Economics

Designation

Other

If other, specify:

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

In addition to general accounting knowledge of receivables and payables, this position requires an extensive knowledge of gas royalty business and industry processes, and considerable knowledge of automated systems including electronic receivable systems (CARS) as well as Infomaker, Mineral Revenue Information System, Petrinex, Alberta Mineral Information (AMI), Foundation, Word, Excel, Outlook, Livelink, SharePoint, 1GX.

Strong research and data analysis and interpretation skills are required.

Must be self-motivated, and capable of adapting to a changing environment. Ability to work independently and commit to strict 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		
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	Has good understanding of goal of maximizing royalty revenue through collection, and team member has the ability to plan ahead and

		<p>options</p> <ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	collaborate with others to ensure processes achieve desired outcomes.
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	Review and recommend updates to current processes and improvements to royalty accounting collections area.
Drive for Results	● ○ ○ ○ ○	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> Sets goals and prioritizes work Identifies and corrects areas for improvement Suggests actions; asks for advice when lacking information or multiple priorities Operates within APS value system 	Initiates and provides innovative ideas to enhance the efficiency of the team.
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <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 guidelines 	Participates in collaboration and is open to new changes and shows flexibility to new processes and system updates.

Benchmarks

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

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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.

_____	_____	_____
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Employee Name

Date yyyy-mm-dd

Employee Signature

_____	_____	_____
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Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

_____	_____	_____
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Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature