

Update

Ministry

Culture, Multiculturalism, and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Financial Operations Officer

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:

Reporting to the Director, Ukrainian Cultural Heritage Village, the Financial Operations Officer provides comprehensive financial and administrative support to the Ukrainian Cultural Heritage Village site. The Financial Operations Officer is responsible for the coordination of financial operations at the UCHV, coordination of admissions collection and reporting, and other administrative matters at the site. The

position serves as the branch contact to the Financial Services Branch staff, works with the branch's other administrative support positions. In particular, this position is responsible for the training and supervision of the site's seasonal admissions cashiers.

Responsibilities

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

1. Coordination of financial operations for the UCHV, including drafting, management and payment of contracts; office administration including invoice payment; EPS reporting and verification; review and analyze expenditures and provide status reports to management and program heads; ensure the procurement of goods and services are monitored in accordance to budget and purchasing guidelines.
2. Coordination of admissions collection and reporting, including coordination of accountable advance for cashier floats; ensuring admission cash is secured safely; admission cash is deposited on a regular basis; financial reporting is documented and submitted on a regular basis, and ensuring the safety and security of all admissions-related functions.
3. Coordination of other administrative matters, including primary contact for office equipment procurement and servicing; mail and courier services; records management, including maintaining an accurate filing system; fleet vehicle tracking and management; ARTS management; writing minutes for committee meetings as required and day-to-day office scheduling and activities.
4. Training and supervision of seasonal wage admissions cashier positions during the summer visitor season.

Problem Solving

Typical problems solved:

The Financial Operations Officer must take a lead-role to coordinate the delivery of administrative support services to the site and branch. It is responsible for supporting the administrative delivery of the programs by coordinating information requests received from internal and external clients as well as performing various other administrative duties such as word processing, developing correspondence and maintaining computer applications. The position may handle confidential or sensitive information in support of the Director, UCHV.

Types of guidance available for problem solving:

Whether issues are internal or external, the Financial Operations Officer needs to work with stakeholders to gather information and provide recommendations to the Director, UCHV. The position may consult with other divisional administration staff, and the Financial Services Branch to review issues and challenges and to propose solutions.

Direct or indirect impacts of decisions:

All program areas at the UCHV are impacted by this position, and rely on the judgment and expertise of the Financial Operations Officer to assist them in matters of a financial or administrative matter. The position engages with other financial contacts within the department, Service Alberta, contractors and vendors in the private sector, management and staff from other areas of the division and department, and the public.

Key Relationships

Major stakeholders and purpose of interactions:

This position communicates with the Director of the UCHV branch, program heads and other site staff, on a daily basis, to facilitate the administrative operations of the site. Information and advice is routinely sought from financial services staff within the department, and in particular the Heritage ADMO. The position is required to interact constantly with internal stakeholders (Financial Services Branch, Service Alberta) and members of the public, vendors and contractors, and suppliers in the private sector.

Required Education, Experience and Technical Competencies

Education Level High School Diploma	Focus/Major	2nd Major/Minor if applicable	Designation
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If other, specify:

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

High school diploma and three years of related experience. Working knowledge of Microsoft Office including Excel, Word, PowerPoint, ADOBE Acrobat, Outlook, and SharePoint. Experience with ARTS, 1GX and other GOA financial systems. The position requires attention to detail, a strong work ethic, and the ability to act independently and proactively on matters of a routine nature.

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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <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 	Able to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Proactively build networks, connecting and building trust in relationships with different stakeholders.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed 	Able to determine what outcomes are important and maximize the use of resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and all

		expectations	stakeholders.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	Able to assess options, and implications in new ways to achieve outcomes and solutions.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Lead and contribute to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.

Benchmarks

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

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.

_____	_____	_____
	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	_____	_____
	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	_____	_____
	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	_____	_____
	Date yyyy-mm-dd	ADM Signature