

Job Description

Select Reason for Review

Every employee in the Alberta Government benefits from having clear expectations of their duties. A job description also supports organizational design, recruitment, employee performance, learning and development, and succession planning.

Use this tool to define a job.

Defining a job in three steps:

- Describe - Identify the job within the organization.
- Design - Describe job responsibilities and authorities.
- Assign - Sign to confirm responsibilities and submit to HR.

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager Financial Reporting

Requested 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

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Financial Operations & Reporting, the Manager, Financial Reporting leads a team of professional financial/accounting staff responsible for strategic support and advice to the Ministry to ensure financial practices are consistent the Financial Administration Act (FAA), the Government Accountability Act, and government financial and accounting policies. The position supports ministry financial accountability, planning and management decision-making through effective coordination of quarterly and annual results reporting, as well as a broad range of strategic financial services. The incumbent is responsible for the preparation of the Department, the Environmental Protection and Enhancement Fund (EPEF) and the Ministry financial statements, and for effective management and reporting of Department financial assets, including capital asset inventories and revenue.

In addition, this position is responsible for maintaining accounting records and systems and providing financial information required under legislation or the Ministry's senior management and the Ministry of Treasury Board and Finance. This position is also responsible for coordinating with the Office of the Auditor General during the annual audit.

Responsibilities

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

Department, EPEF and Ministry consolidated financial statements are prepared accurately and in a timely manner in accordance with legislated requirements and provincial government reporting standards

- Extensive coordination with Executive Directors, Expenditure Officers and Financial Administrators in the Department to ensure the appropriate and accurate preparation of financial statements.
- Extensive coordination of activities with Service Alberta to meet established timelines and solidify processes around accruals and year-end payments / transactions.
- Provide guidance and direction to AFSC to ensure alignment between entities for accurate consolidation and to ensure government timelines are met.
- Ensure the integrity of the general ledger is maintained by providing leadership and direction for the development of proper reconciliation and maintenance processes for all accounts in the general ledger. Monitor the trial balance on a regular basis to identify issues or anomalies on a timely basis.
- Ensure transactions are processed in compliance with the requirements of the *Financial Administration Act (FAA)*.
- Liaise with staff from the Office of the Auditor General (OAG) during annual audits, providing clarification and/or documentation to support Department, EPEF and Ministry financial results and address concerns as necessary.
- Provide ongoing direction to Department Executive Directors, Expenditure Officers and Financial Administrators to ensure adherence to relevant policies and procedures.

Capital assets are appropriately tracked and reported in the financial statements

- Ensure proper policies and procedures are developed for effective management and control of Department assets.
- Provide leadership and direction for the maintenance of an accurate capital asset inventory to ensure appropriate insurance coverage is obtained and financial statement presentation is correct.

Leadership - Supervision of several professional/technical staff

- Provide leadership and mentorship to all branch staff and ensure consistent understanding of job functions and expectations.
- Foster a positive working environment that supports communication, collaboration and high performance.
- Ensure performance plans and career development goals are in place for all staff and encourage continuous improvement and professional development for all staff.

This position is a strategic position with responsibility for leading the financial reporting activities within the Department, as well as providing direction on the financial reporting requirements for the EPEF and the Ministry. Extensive knowledge and skill and recognized expertise are required as follows:

- Strong accounting and analytical skills including the ability to interpret complicated accounting policies and practices required to prepare complex consolidated financial statements,
- Strong inter-personal, management and leadership skills to effectively coordinate activities within the Department and with various external stakeholders to ensure timely completion of financial statements,
- Ability to coordinate, lead and coach professional and technical staff and manage conflict in an on-going changing environment is required, while providing motivation and encouragement to achieve desired results,
- Comprehensive project management skills in a large, complex automated environment and the ability to manage within tight deadlines are required to organize and plan quarterly and year-end activities within prescribed timelines.

Problem Solving

Typical problems solved:

This position is required to interpret accounting policies and identify and create solutions to best meet management's goals and objectives. Creativity and negotiating skills are often required to interpret and communicate complex accounting issues to Department management and staff.

- Managing sensitive audit issues requires numerous core competencies and a high degree of political sensitivity and organization awareness. Resources include financial reporting experience and knowledge of financial systems and internal control.
- Implementation of new programs in the department often requires the interpretation of GAAP and government policies to resolve financial reporting issues i.e., on what basis will liabilities be accrued. Professional judgment may be required because situations may be unique.
- The resolution of business situations presented by program managers requires a combination of past experience

and judgment in interpreting GAAP and government policy to provide solutions. Accounting for unusual transactions not guided by existing policies and creating methodologies to meet research project reporting needs requires liaison with Treasury Board and Finance and the use of other research techniques to achieve an accurate outcome.

Types of guidance available for problem solving:

A key complexity of this position is in supporting program areas to meet our legislated requirements. Issues are analyzed and discussed with the Director, Financial Reporting and the Executive Director, Financial Services before action is taken.

Direct or indirect impacts of decisions:

The timely and accurate preparation of financial statements impacts 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 in signing the Management's Responsibility Statement in the Annual Report.

The Office of the Auditor General reviews financial statements annually. If irregularities are detected, adjustments will be required and will be reported to senior management. Significant observations will be reported on the Office of the Auditor General's annual report.

The incumbent must contribute to the development of processes and policies to be used by all program areas, staff, and AFSC, which will ensure accurate and timely results.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Department Executive Directors, Expenditure Officers and staff (all levels - management, professional and administrative)

- Coordinate collection of financial information and support related to preparation of quarter and annual submission of financial results.
- Interpretation of government financial reporting requirements and GAAP in relation to various program activities in the department and ministry.
- Consult to provide guidance and direction on government and department policy relating to financial transactions.

Director, Financial Operations & Reporting; Senior Financial Officer

- Provide information, briefings & recommendations re financial accountability.

Unit Team

- Provide guidance/leadership; resolve complex issues.

External

Office of the Auditor General

- Resolve audit inquiries surrounding Dept./EPEF/Ministry financial results.

Financial and Reporting Standards, Treasury Board and Finance

- Consultation on complex financial reporting issues to ensure accurate financial statements

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

CPA/CA/CMA/CGA

If other, specify:

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

The position requires a professional accounting designation (CMA, CGA, CA) supplemented with 4 or more years of progressively responsible financial reporting experience in a government setting. The incumbent is responsible for the monitoring, recording, reporting and interpretation of financial information, which requires the ability to interpret and apply generally accepted accounting principles (GAAP).

The position requires an in-depth knowledge of the following:

- Government legislation, policies and procedures (including the FAA, Public Sector Accounting Standards and the Manual of Financial Management) as well as department-specific financial and operational policies and procedures,
- Government-wide financial reporting requirements,
- Government IMAGIS (PeopleSoft) accounting software as well as various software packages (spreadsheet, word processing, database applications).

The position requires refined skills in the following areas:

- Leadership and supervision of staff.
- Strategic thinking and analysis.
- Relationship building and interpersonal skills.
- Project management.
- Conflict management.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none">• Involves stakeholders and shares resources• Positively resolves conflict through coaching and facilitated discussion• Uses enthusiasm to motivate and guide others• Acknowledges and works with diverse perspectives for achieving outcomes	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none">• Forecasts and proactively addresses project challenges• Removes barriers to collaboration and achievement of outcomes• Upholds principles and confronts problems directly	

		<ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	
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 • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment 	

		<ul style="list-style-type: none"> • Works with individuals to develop personal development plans 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 	

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.

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Employee Name

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