

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Senior Financial Analyst

Name [Redacted]

Position Number [Redacted] Reports to Position Number [Redacted] Division, Branch/Unit Financial Services/ Financial Reporting and Operations Ministry PSES

Present Classification Finance 4 Requested Classification

Profit Center [Redacted] Cost Center [Redacted] Project Code (if applicable) [Redacted]

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 Manager of Financial Reporting, the Senior Financial Analyst is responsible for playing a lead role in the preparation of financial reporting for the Ministry of Public Safety and Emergency Services (PSES). This analytical position has a significant impact on the quality of the Ministry's financial information and the overall satisfaction of clients and stakeholders (auditors, senior officials, key contacts for Government of Alberta (GOA)).

The main responsibilities of the position are:

- Preparing working papers, financial information, notes, schedules and Treasury Board and Finance year-end templates for quarterly and annual reporting for the Department and the Ministry.
Supporting the design, review, and implementation of reconciliations of ledgers/systems.
Play a lead role on cross-government financial reporting team.
Monitor financial transactions and prepare necessary journal entries, reconciliation, and remittance, as required.
Supporting the preparation of timely and accurate financial information and preparing public disclosure requirements for the ministry.
Design of financial systems and processes required to support reporting requirements.
Examining, analyzing and interpreting complex financial data and making recommendations for improvements to enhance the reliability of financial information.
Perform monthly review of trial balance accounts and program area expenditures to proactively identify issues and investigate discrepancies that could impact the integrity of the Ministry's financial results.

This position requires the application of advanced financial knowledge (through interpretation and analysis) to ensure compliance with Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Standards (PSAS); Treasury Board directives and/or guidelines; and best practices to meet standards for the Ministry of Public Safety and Emergency Services as well as the Office of the Controller (OOC) and the Office of the Auditor General of Alberta (OAG).

Duties are performed within the accountability framework established through the Sustainable Fiscal Planning and Reporting Act and Financial Administration Act, government and department policies and procedures, various Acts, regulations and established professional accounting standards. The ability to apply sound professional judgment in the evaluation of alternatives and solutions within this framework is essential.

**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](#)).

The Senior Financial Analyst:

1. Prepares financial information and working papers for the Victims of Crime and Public Safety Fund (VOC) and PSES
  - Includes the preparation/consolidation of the Department of PSES and VOC
  - Reviewing working papers and templates prepared by Financial Reporting Analyst.
  - Coordinates accruals, ensuring transactions are charged to the appropriate period.
  - Prepares quarterly financial reports.
  - Prepares year-end financial templates and other ministry financial information for submission to OOC.
  - Compiles/reviews year-end working papers to support the financial templates and ministry financial information.
2. Leads the administration of the Department's financial systems, leads and/or participates in cross-ministry efforts to upgrade or optimize the use of systems, and coaches staff on their use.
  - Coordinates inter-unit transfers into 1GX/SAP with affiliate ministries ensuring the appropriate documentation and expenditure officer approval is obtained prior to accepting charges.
  - Issues instruction and ensures compliance with monthly and year-end procedures.
  - Oversees the maintenance of the financial system and ensures system issues are addressed in a timely manner.
  - Represents the department in cross-ministry meetings/projects concerning financial systems.
  - Coaches department staff to promote the use of 1GX/SAP/Business Planning and Consolidations and other financial and legacy systems used by the department.
3. Monitors the accuracy of financial information with relevant financial policies and procedures, investigates problems, provides financial advice, and takes corrective action after consulting with program areas and/or the Office for the Controller (OOC).
  - Coordinates the reconciliation of related party transactions with other ministries, and the analysis of inter-unit transactions to ensure consistency with GOA policies and procedures.
  - Reviews and approves general ledger (GL) reconciliations ensuring accuracy and completeness of financial data. Analyzes GL accounts for any errors in coding or incorrect charges and makes the necessary adjustments after consulting with the program areas.
  - Reviews financial transactions for accuracy and completeness prior to posting.
  - Leads/supports the preparation of various reports to Executive Team, provides ad-hoc analysis to business areas to support decision making within the PSES.
4. Ensure the annual audit is completed within Alberta Treasury Board and Finance and the OAG deadlines.
  - Coordinate the interim and annual audits by the OAG.
  - Provide analysis, explanation and management responses as requested by OAG during audit periods.
  - Communicate with the OAG and program staff regularly to ensure the audit proceeds smoothly.
  - Create, maintain, and make available to the OAG adequate working papers supporting the financial information.
  - Review any proposed audit findings for validity.
  - Prepare responses to address concerns or recommendations, if any, identified by OAG.
  - Implement any recommendations accepted by Ministry.
5. This position is required to:
  - Collaborate with business partners and stakeholders to develop and present financial information.
  - Develop working relationships with other government departments and agencies to discuss common interests and concerns.

**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](#)).

- Lead the preparation/support of the presentation of training and coaching for Ministry of Public Safety and Emergency Services staff.
  - Anticipate and mitigate financial issues arising from changes in policies, legislations, etc.
6. Lead Ministry of Public Safety and Emergency Services financial projects/initiatives coordinating with Financial Reporting Analyst and other department staff.
- Review work from Financial Reporting Analyst.
  - Utilize financial and accounting expertise in reviewing information to identify and follow up on issues
  - Motivate and empower colleagues and coworkers to achieve project objectives.
7. Provide back up to the Manager of Financial Reporting including quarter-end submission.

**8. Perform other duties as assigned by management.**

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

(a) Skills/Expertise Required:

What knowledge and skills are required to perform the duties of the position? (e.g. knowledge of research techniques)

Accounting and Finance

- Ability to apply knowledge of Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) standards and generally accepted auditing standards to ministry financial activities and transactions.
- Display knowledge of business concepts and practices as they relate to departmental activities.
- Ability to interpret government and departmental legislation, regulations, policies and procedures.
- Experience using large financial reporting systems [e.g. 1GX/SAP financial applications (general ledger, accounts payable, etc.) or other similar financial applications].
- Proficiency in the use of financial software (e.g. Excel, Business Planning and Consolidations (BPC), etc.)
- Ability to balance and handle complementary and conflicting priorities in an efficient and effective manner.
- Critical thinking and analytical skills in combination with professional judgment are required.

Leadership

- Adapt leadership style to the individual needs of staff.
- Create an environment where empowerment and knowledge transfer can occur.
- Model desired behaviours.

Independence

- Exercise good judgement to determine when interdependence vs independence should occur.
- Exercise good planning, time management and organizational skills in leading/working on projects.

Interpersonal Skills

- Ability to develop trusting relationships with both internal and external stakeholders.
- Treat all staff, clients, and stakeholders with respect, dignity and courtesy.
- This position requires strong leadership/team abilities and the ability to thrive in a fluid organization.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Create and maintains an environment where constructive dissent and new ideas are welcomed and rewarded.

Communication skills

- Creates logical, well thought out documents that can be used for decision making.
- Write in a clear and concise manner.
- Demonstrate strong verbal and written communication to senior and executive management.

Analytical

- Identify relevant issues, develop and assess alternative solutions, and provide recommendations to management.

Change Management

- Make an evaluation of and take calculated risks involved in the face of diminished resources.
- Identify specific situations, which fall within the intent and spirit of policies and procedures and require unique application.
- Challenge the status quo and foster risk-taking ability with team members.
- Deal with the human side of change by displaying sensitivity to people's needs.

(b) Guidelines:

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

- *Financial Administration Act*
- *Sustainable Fiscal Planning and Reporting Act*
- Treasury Board Directives
- Treasury Board and Finance corporate accounting policies.
- Departmental Policy and Procedures Manual

Describe those duties that require creativity or originality, including any examples of independent research, development of new materials or techniques, etc.:

- Assist twith the development and delivering of education and training workshops for departmental staff.
- Provide advice to program managers and recommend changes to current business processes to ensure efficient and economical processing of transactions.

**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.

(a) Education: (the minimum level of education necessary to adequately perform the duties).

- Professional accounting designation (CPA) with at least 3 years of additional related experience; or equivalent as described below.

Equivalency:

- University graduation in a related field plus 5 years progressively responsible related experience.
- Related diploma plus 7 years directly related experience.
- Related certificate plus 10 years directly related experience.

(b) Independence/Decision Making

What kinds of decisions or recommendations are made by the position and how often are these made?

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- The incumbent is expected to work with considerable independence. Recommendations are made regarding enhancements to or replacements of existing financial systems, financial procedures or new initiatives.
- The incumbent requires in-depth knowledge of PSAS and GAAP as well as knowledge of government financial policies, procedures, guidelines, directives and the *Financial Administration Act* to guide the decision making process and rationalize decisions made.
- The incumbent must possess strong project management, organizational skills, and ethical principles to be able to conceptualize, analyze, discuss, plan and be a strong team leader/player to carry through to completion of assigned projects, within a team-oriented work environment.
- The incumbent is expected to have strong interpersonal and communication skills in order to build trust and goodwill with clients and stakeholders, present information to a diverse range of target audiences, and deal with issues by exercising strong professional judgement.
- The incumbent has excellent financial, accounting, and analytical skills as well as the ability to prepare clear and concise reports with a high degree of accuracy and attention to detail.

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

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

**ORGANIZATION CHART:** Please attach an organization chart including supervisor, peers and staff (where applicable).

*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 the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 – 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

## Signatures

The signatures below indicate that all signers have read and discussed the information in this Position Description.

