

Update

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Director, Corp Fin&Reportin

Current Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

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

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Office of the Controller, CCR

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

ED, Corp Consol & Reporting

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-01-18

Responsibilities Added:

[Empty box for responsibilities added]

Responsibilities Removed:

[Empty box for responsibilities removed]

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, this position leads the delivery of comprehensive financial reporting and advices to support the Government of Alberta (GoA) finance community and senior leadership in achieving government business plan goals and mandates. The Director oversees the preparation of GoA consolidated financial statements and other management reports to ensure government accountability and compliance with public sector accounting standards and

GoA policies, while also meeting legislative requirements and other legislative reporting requirements.

This position also provides overall direction and leadership to departments regarding corporate reporting policies, legislative requirements and governance, and establishes effective and efficient GoA processes and internal controls for monthly, quarterly and year-end reporting.

In addition, this position gives accounting advice on the development of the government's financial system (1GX) to ensure the compliance with Public Sector Accounting Standards, government accounting/financial/operational policies and legislation. The position requires in-depth knowledge of master data elements in 1GX to meet the financial and budget reporting requirements and ensure efficiency and effectiveness within the requirements of the financial community and government legislation.

This position requires comprehensive knowledge and understanding of some legislation, GoA policies, financial reporting concepts in order to lead a team of five people to:

- support all ministries to meet their high demands of the financial reporting requirements and work with other business partners to resolve issues in the reporting process.
- contribute to the development of government accounting policies to ensure the government is accountable within the recommendations of the Public Sector Accounting Board and adherence to generally accepted accounting principles.
- assess the impacts of system upgrades on GoA financial reporting processes, develop communication strategies and update GoA financial reporting processes accordingly.
- streamline and improve GoA financial reporting processes internally and across GoA finance community.
- provide corporate support to all ministries and lead on some GoA Learning & Development initiatives.

Responsibilities

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

- **Oversee the preparation of Government of Alberta consolidated financial statements and other management reports to ensure government accountability and compliance with public sector accounting standards and GoA policies, while meeting legislative requirements, and other legislative reporting requirements. This includes:**
 - Ensuring the government's monthly, quarterly and year-end financial reports and statements are in compliance with public sector accounting standards, GoA legislation and policies.
 - Guiding the team to collaborate with other business partners to establish GoA year-end timelines and ensure the financial results are delivered accurately and on time.
 - Establishing an internal control process to certify the accuracy of financial data, including in any reports produced.
 - Leading the team to work with other Center of Excellence teams to solve issues in a timely manner and update process documents as required.
 - Addressing Provincial Audit Committee members' and auditors' questions and concerns and providing advice to senior leadership.
 - Staying current for legislation amendments, updates on public sector accounting standards and GoA financial and accounting policies, and assessing the needs for any future changes.
 - Seeking opportunities to improve financial reporting process efficiency and participate in projects to provide accounting guidance and ensure solutions are in compliance with Public Sector Accounting Standards and government relevant legislation.
- **Provide overall direction and leadership to departments regarding corporate reporting policies, legislative requirements and governance, and establishes standard GoA processes for monthly, quarterly and year-end reporting.**
 - Support the team to provide ministries consistent financial reporting advice with the consideration of legislative requirements, budget, GoA policies and public sector accounting standards.
 - Take a long-term view and proactive approach to improve and standardize the reporting process and achieve efficiency.
 - Ensure team members develop expertise in different areas and demonstrate a true center of excellence.

• Give accounting advice on the development of the government's financial system (1GX) to ensure the compliance with Public Sector Accounting Standards and government legislation.

- Ensure 1GX follows public sector accounting standards and GoA policies and meets legislative requirements.
- Identify areas where improvements can be made and work with colleagues to initiate new projects to materialize the solutions.
- Use system thinking skill to ensure other stakeholders are aware of the impact of the changes on their work and develop communication strategy to get buy-ins.

• Lead the team to provide corporate support to all ministries and deliversome GoA Learning & Development initiatives.

- Collaborate with other teams within the Office of the Controller and ministries to identify key financial reporting training needs.
- Support the team to develop training materials and deliver training within the Office of the Controller and to the GoA Finance Community, as required.
- Guide the team to prepare and present materials at GoA annual financial reporting workshops or other events.
- Give team directions, as needed, on providing financial advice to ministries such as reporting requirements, etc.

• Lead a team of five (5) members to achieve various goals and deliver quality results.

- Support team member's professional development and encourage cross-training between team members.
- Create a respectful, trust, positive and healthy work environment for team to share ideas, brainstorm solutions to issues and create more efficient processes to conduct business.
- Develop internal process to work efficiently to achieve executive/senior leadership's mandates and goals.

Problem Solving

Typical problems solved:

Issues with GoA financial reporting processes/templates/reports and business processes;
Develop new master data and utilize technology to improve efficiency of the processes;
Reporting issues raised by auditors and the Provincial Audit Committee.

Types of guidance available for problem solving:

GoA accounting, financial and operational policies, Treasury Board Directives, *Financial Administration Act*, *Sustainable Fiscal Planning and Reporting Act*, GoA 1GX process documents, reference guide and training materials.

For issues that existing documents can't provide guidance on, this position will work with other stakeholders to create GoA process and develop documents to summarize and communicate new processes.

Direct or indirect impacts of decisions:

The GoA finance community shares the same financial system - 1GX - and follows the same overall reporting and operating process. Therefore, in most situations, issues identified and solutions developed will affect the entire GoA finance community.

New processes/applications/functions developed will also directly affect the GoA finance community.

For reporting issues that may only affect GoA level reports, the solution will affect the accuracy of the report, GoA accountability and senior leadership decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

This position works with all ministries on different GoA projects to meet GoA goals and achieve the best

results. This position also frequently works with other center of excellence teams to provide guidance on the development of new business/system processes, and the documentation and communication of new processes to GoA finance community.

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:

Accounting

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

In-depth knowledge of GoA accounting, financial and operational policies, and understanding of financial reporting and disclosure processes, and the ability to communicate effectively to a diverse range of audiences.

Thorough knowledge of public sector accounting standards and key government legislation. Ability to lead a team of professionals and provide guidance to the team to deliver the desired results.

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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress | <ul style="list-style-type: none"> Consider budget and political impacts when developing published documents; Factor in the budget, public sector accounting standards, GoA policies when preparing reports; Analyze trends and reason-ability when comparing financial results. |
| Creative Problem Solving | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Works in open teams to share ideas and process issues:</p> <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 | <ul style="list-style-type: none"> Encourage the team members to share their ideas and experiences to get the best results; Consult with other stakeholders to assess the feasibility of the solutions before communicate it to a broader audience; Create more than one solution, if possible, for the senior leadership to choose from. |
| Agility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> Creates opportunities for improvement Is aware of and adapts to changing priorities Remains objective | <ul style="list-style-type: none"> Adapt quickly to changing priorities and environment; Help new staff members to adapt to the new environment quickly; Identify opportunities |

| | | | |
|----------------------------------|--|--|---|
| | | <p>under pressure and supports others to manage their emotions</p> <ul style="list-style-type: none"> • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices | <p>for improvement and support the team and GoA finance community to manage changes to existing processes, practice, etc.</p> |
| Drive for Results | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Works to remove barriers to outcomes, sticking to principles:</p> <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 • Considers complex factors and aligns solutions with broader organization mission | <ul style="list-style-type: none"> • Partner with other ministries and center of excellence teams to achieve goals and the mandate. • Work with internal teams and ministries' stakeholders to complete the various reporting requirements and meet timelines. |
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Involves a wide group of stakeholders when working on outcomes:</p> <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 | <ul style="list-style-type: none"> • Consult with other center of excellence teams before providing the solutions/advice to ministries. • Establish working groups to develop new functions in the system. |
| Develop Networks | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood | <ul style="list-style-type: none"> • Establish respectful and trusting relationships with business partners. • Listen to ministries' concerns/issues and develop reasonable solutions to meet their needs. • Maintain good work relationship with ministries' business partners. |
| Develop Self and Others | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | <p>Encourages development and integration of</p> | <ul style="list-style-type: none"> • Create a learning environment for the team |

| | | |
|--|--|--|
| | <p>emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans | <p>to share their experience with each other.</p> <ul style="list-style-type: none"> • Coach the team to develop their own personal development plans. • Sharpen team management skills. |
|--|--|--|

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.

