

Reclassification

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (200 character maximum)

Capital Finance Analyst

Current Class

Finance 2

Requested Class

Finance 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

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

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Financial Services, Financial Reporting

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Manager, Financial Reporting

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-23

Responsibilities Added:

Information updates on Asset Retirement Obligation (ARO) and Environmental Liabilities.

Responsibilities Removed:

Generate Power BI reports to problem solve WBS errors and escalate if errors require the 1GX team to resolve technical issues.

Job Purpose and Organizational Context

Why the job exists:

The Capital Finance Analyst is responsible for providing financial and business analysis to ensure accurate financial information related to the Ministry's capital assets.

This scope of work includes maintaining accounting records and assisting in preparation of reports for government owned tangible capital assets that are under the responsibility of the Ministry.

Transactions are related to: construction, acquisition, disposition, transfer, and amortization of these assets, and directly impact ministry recording, reporting and valuation of assets and corresponding liabilities related to these assets.

Responsibilities

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

Oversee the Asset Module system:

- Setting up Assets in 1GX
- Ensure the 1GX Fixed Asset Module has been appropriately updated with all pertinent information. This includes reviewing the categorization of all transactions.
- Identifying settlement issues related to Work Breakdown Structure as required.
- Manage asset transfers to/from other government entities.

Complete and report on all financial transactions for capital assets.

- Prepare accounting entries such as: unplanned amortization or any gain/loss calculations.
- Compile, maintain and reconcile Insurance Coverage Renewal for Risk Management Insurance to determine the annual insurance premiums for the Ministry.
- Prepare capital asset working papers such as reconciling the Asset Modules to the General Ledger.

Provide capital asset consultation services to foster compliance and consistent application of public sector accounting standards.

- Lead the assets in-service process and work directly with stakeholders to ensure timely and accurate asset recognition and assessment of useful life in line.
- Ensure existing capital asset processes are being followed.
- Prepare accounting entries and continually improve the process for obtaining information on Asset Retirement obligation (ARO) and Environmental Liabilities.
- Other duties as required.

Coordinate the completion of various reports and requests for information about capital assets and year end activities.

- Respond to ad hoc requests on capital assets (e.g. net book values for specific assets).
- Provide analysis on appropriateness of ministry transfers or from external contacts (donations).
- Complete year end template reconciliations that need to be submitted to Office of the Controller.
- Identifies and coordinates delivery of projects to enhance optimization and cost-effectiveness of the physical assets program and associated life-cycle management processes, including providing analysis and recommendations to support senior management decision-making and approvals.

Problem Solving

Typical problems solved:

When working with capital information and concerns are noticed, the capital analyst will need to follow up to ensure financial policies are adhered to.

Types of guidance available for problem solving:

The position operates within a defined framework of existing legislation, policies, and processes, as well as the 1GX fixed asset module system for capital asset management.

Direct or indirect impacts of decisions:

This position will be responsible for preparing, reviewing and managing capital and related transactions that directly

impact the accuracy of financial reporting.

Key Relationships

Major stakeholders and purpose of interactions:

- **Manager Financial Reporting** - provide report information for review and approval; raise awareness to issues of significance and how they might be resolved
- **Branch staff** - collaborate and share information as needed
- **Program or divisional contacts** - as needed to ensure appropriate accounting processes are applied in alignment with existing policy. This position will need to train and work directly with program areas to ensure projects that may become capital assets are identified, correctly classified, and accounted for.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	

If other, specify:

Job-specific experience, technical competencies, certification and/or training:
 University graduation in a related field plus 3 years experience is required or equivalency of a related diploma plus 5 years related experience

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	Need to work towards how to best use the system to provide services to the program areas to promote efficiencies and accurate information.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals 	A key aspect of this role is attentiveness to putting assets into service. This impacts the ministry financial statements through amortization.

		consistent with APS direction	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	The position notifies all relevant stakeholders on a timely basis and works collaboratively to resolve outstanding issues.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	Agility is needed for risk management insurance - to ensure incidents are properly documents and claims are remedied from a financial standpoint.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	Demonstrates a commitment to continuous development by regularly reflecting on completed work, such as capital asset reconciliations, subledger variances, and period ending duties to identify opportunities for improvement and set meaningful development goals. They take initiative to stay current on evolving standards, including PSAS updates related to tangible capital assets and ERP

			system changes, without waiting to be directed. This knowledge is actively shared with the broader team and/or counterparts.
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Benchmarks

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

Capital Assets Analyst Fin 3 Ministry of Infrastructure

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.

