

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Senior Financial Analyst

Current Class

Finance 4

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, Finance Branch/Financial Ops

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Director, Financial Operations

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Financial Operations this position will be:

- Providing information to Ministry senior management in relation to capital assets and asset retirement obligations to support decision making in achieving improved financial performance. Providing oversight and working with the parameters of Government of Alberta policies and guidelines, the position oversees the monitoring and reporting of capital assets within Alberta Environment and Protected areas ensures the expenditures meet the capitalization criteria. The position coordinates yearly and quarterly reporting of capital assets.
- Implementing and monitoring the financial compliance and internal control review process for the ministry, ensure consistent practices and integration between the teams within Financial Operations.
- Developing and ensuring the successful implementation and oversight of revenue assurance programs throughout the department by ensuring appropriate policies and practices are developed and in place, and necessary auditing and analytical reviews are conducted on ministry financial operations.
- Ensuring the accurate and timely preparation of financial reporting of the ministry, including the quarterly fiscal update reports and year-end financial statements as it relates to cash, revenues, accounts receivable, capital assets, liabilities, unearned revenue, accounts payable/accrued liabilities, trust funds, contractual rights and contingent assets.
- Performing complex financial analysis and expense disclosure reporting and briefings, and developing and implementing necessary action plans, in order to minimize the Ministry's exposure to financial and operational risks, including Office of Auditor General (OAG) and Corporate Internal Audit Services (CIAS) recommendations.

- Providing in-depth analysis of the department accounting policies and standards to ensure compliance to the Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB), and Generally Accepted Auditing Standards (GAAS).

Responsibilities

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

The position plays a key role in the financial management of the Ministry's revenues, capital assets and expenditures by:

- Ensuring internal controls on 1GX roles and access, 1GX coding are reviewed, developed, implemented and monitored to ensure weaknesses are addressed.
 - Perform assurance and compliance reviews.
 - Review and rewrite financial policies and procedures as required.
 - Review and design business processes to improve internal controls.
 - Provide training on financial processes as required.
 - Ensure appropriate oversight and data integrity of revenue transactions in the various systems - CARS and 1GX.
- Preparing financial information and ensuring that the preparation of documents is consistent with the requirements set out by the OAG, Alberta Treasury Board and Finance and Public Sector Accounting Board.
 - Annual Financial Statements, Notes, Schedules, and Year-end working papers as it relates to cash, revenues, accounts receivable, capital assets, liabilities, unearned revenue, accounts payable/accrued liabilities, trust funds, contractual rights and contingent assets.
 - Quarterly working papers and reports.
 - Prepare analysis, briefing materials and supporting documents.
 - Liaise with OAG, Alberta Treasury Board and Finance, Energy and SARTF staff.
 - Key contact with OAG inquires during audits.
- Performing complex financial analysis and expense disclosure reporting, and developing and implementing necessary action plans, in order to minimize the Ministry's exposure to financial and operational risks
 - Analyze the financial information including public and provide briefing notes to Executive.
 - Assist and ensure development of implementation plans to address OAG and CIAS recommendations.
- Direct the provision of financial advice, guidance and support to executives, managers and staff throughout the department related to asset management.
 - Plans and coordinates the analysis and preparation of quarterly financial reports in regards to capital assets.
 - Prepares reconciliation and recognition of Spent Deferred Capital Contributions.
 - Prepares the Schedules and Notes to financial statement in relation to Capital Assets.
 - Reconciles the Ministry Continuity Schedule to the GL and provides supporting documentation.
 - Ministry contact for the Capital assets with the Office of Auditor General and Treasury Board and Finance.
- Ensure capital expenditures eligibility in conformance with GOA Tangible Capital Assets Policy including review of vouchers, contracts, and manpower capitalization for the department.
 - Gives advice to program managers on the eligibility of purchased or constructed capital assets in conformance to the GoA Capital Assets policy.
 - Provides advice regarding staff manpower eligibility in conformance to the policy.
 - Coordinates the team capital expenditure review and the corrections journals.
- Support department staff in creation and maintenance of assets record including assets classification, transfers within the department and with other departments, and put in service.
 - Reviews all creation and maintenance forms and submits them for processing to SARTF.
 - Collaborates with SARTF in solving any issue that comes up relating capital assets.
 - Works with other departments to ensure asset transfers are process correctly and in timely manner.

- Coordinate with the department staff with capital asset donation process, recording and reporting.
 - Reviews the documentation provided by the program areas for completion.
 - Ensures proper approval is in place.
 - Works with the Budget section to ensure donation of assets has been approved.
 - Works with SARTF to add the donated assets to the department asset list.
- Provide analysis on estimated asset transfers from other departments and estimated depreciation for budgeting and forecasting purposes.
 - Works with other departments on the expected asset transfers for the fiscal year. Provides the estimated depreciation increase due to the estimated asset transfers to budgets and forecast.
 - Reviews the documentation provided by the program areas for completion. Informs SFO of the nature of transfer request and the impact on the department financial position.
- Ensure department assets are properly insured with the Risk Management Insurance (RMI) coverage and staff are completing claims where applicable.
 - Coordinates the completion of the department RMI Annual Coverage Renewal.
 - Reviews the RMI Annual Coverage Renewal and informs the SFO on the impact on the department financials.
- Lead and direct the financial expenditures team in managing expenditure activities within relevant legislation, Acts, Regulations, policies and procedures to ensure financial reporting for the Ministry is timely, complete and accurate.

Provide advice and direction on financial policy, financial systems and other financial/accounting matters related to expenditures and payables.

- Assist with the formation of new policies and updates to existing policies to strengthen internal controls and best practices, and minimize the Ministry's financial risk.
- Utilize well-developed 1GX knowledge and reporting skills to perform financial analysis on critical issues and projects that are initiated by internal and external stakeholders.
- Supervise the administration of the Expenditure Officer Register, manage the training and qualifications for new Expenditure Officers and maintain the Signing Officer System.
- Provide informed advice on financial and accounting issues to department managers and program staff as required, including supporting Minister's Office, Deputy Minister's Office and Assistant Deputy Minister's offices staff on a regular basis.
- Prepare analysis and information for Ministerial Action Requests on travel authorization and corporate events, working sessions and hosting.
- Oversee the Blue Book Report, MLA Report, Oversight Report and Minister's Office Expenses report for accuracy and compliance.
- Oversee P-Card Management, including reviews and analysis of timely reconciliation and approvals to ensure compliance and minimize the risks to the department.
- VIM stats on overdue invoices process to ensure timely and accuracy processing of invoices for the department.
- Provides advice on financial policy, the various financial systems used by the Ministry, and CPA Canada guidelines.
- Represent the Branch and Ministry in Government of Alberta cross-ministries and Departmental working committees on finance matters.
- Responsible for responding to inquiries from department program representatives and external stakeholders. The position develops and maintains effective working relationships with Ministry

representatives, other departments, and stakeholders.

- Supervising and managing staff
 - Supervising and managing a team of professional staff in the performance of financial duties.

Problem Solving

Typical problems solved:

Problem Solving:

- Utilizing well-developed accounting system reporting skills (e.g. 1GX and CARS reporting) to perform financial analysis on critical issues and projects that are initiated by internal and external stakeholders.
- Required to develop an understanding of the issue/project and undertake the necessary analysis to develop solutions that achieve the project outcome while mitigating financial risks and following government policies.

Creativity:

- The position involves the interpretation of capital policies and procedures of Department of Environment and Protected Areas, Technology Innovation and Emissions Reduction Fund, and Land Stewardship Fund.
- Freely exercises own judgement in fulfilling the responsibilities and duty assigned.

Resolves financial reporting, analysis and policy issues.

Types of guidance available for problem solving:

· In-depth analysis of the department accounting policies and standards to ensure compliance to the Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB), and Generally Accepted Auditing Standards (GAAS).

Direct or indirect impacts of decisions:

· Programs, functions and services

- Provide financial advice and services for Department of Environment and Protected Areas, Technology Innovation and Emissions Reduction, and Land Stewardship Fund.
- Ensure Ministry financial policies and procedures are written to enforce internal controls and best practices, and minimize the Ministry's financial risk.
- Provide ad hoc reporting on financial issues as required.

· Distinct stakeholders and client groups

- SFO, Finance Directors, Finance staff - financial reporting, accounting officers, capital assets, expenditures, contracts, budgets and forecasts.
- OAG, CIAS, Alberta Treasury Board and Finance, Energy and SARTF staff.
- Program staff in Department of Environment and Protected Areas.
- External Stakeholders.
- GoA Finance working committees, e.g. Asset Retirement Obligations.

Key Relationships

Major stakeholders and purpose of interactions:

- Director, Financial Operations - Obtain broad direction on the nature of assignments to guide work activity and establish priorities.
- Team Leads/Supervisors in Financial Operations - Collaborate and provide guidance and assistance on projects and operational activities.
- Finance Directors, team leads in Finance, Budget Analysts, Expenditure Analysts, and Financial Analysts and Accounting Officers - Two-way communication to ensure all Ministry financial activities have been properly addressed from all points of view.
- Executive Director, Finance Branch - Receives direction on issues of a significantly unique, controversial, or politically sensitive nature. Issues are only raised to the Executive Director when they are of significant risk or impact to the department.
- Department Staff - Obtain and review information from contacts to identify issues, conduct analysis, and provide

advice to these contacts on revenue assurance and reporting, financial implications of projects, and financial policy.

- GoA Finance working committees, e.g. Asset Retirement Obligations.

Required Education, Experience and Technical Competencies

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

If other, specify:

Designation is desirable, not mandatory

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

- Accredited undergraduate degree in Business Administration or Commerce, a professional accounting designation (CPA, CA, CMA, CGA), and five years of related experience. Equivalencies will be considered.
 - Extensive understanding and working knowledge of: GAAP, PSAB, GAAS, GOA financial systems, policies, procedures and controls, revenue administration, capital assets, expenditures and internal and external control standards.
 - Strong working knowledge of 1GX and its various modules and reporting/analytic tools including system processes. Strong understanding of computer applications such as MS Excel and Word.
 - Thorough analytical skills from a strategic perspective as well as complex technical skills.
- Strong ability to work independently with minimal supervision, ability to identify issues and determine the appropriate course of action, strong leadership and interpersonal communication skills, and well-developed advisory and consultancy skills.

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		
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 	Day to day interpretation of financial standards and policies, and using professional judgement to determine best options and provide advice for decision making.
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 	Must have the ability to adapt to tight timelines in addressing urgent and priority requests from the MO, DM and ADMO including AR requests.

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 	<p>Ad reports and disclosure reporting requirements must be met within specified timelines, including the necessary briefing materials.</p> <p>Assist in the quarter and year-end results must be delivered accurately and on time, must anticipate any potential issues that affect quarterly closing and financial reporting</p>
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 	<p>Collaborate with various stakeholders in establishing revenue assurance and review criteria, developing appropriate measures to ensure objectives are met from a department's oversight and perspective. Developing and revising financial policies from operational and strategic perspectives.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta:

024FN15 - Human Services, Senior Financial Analyst

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.

