

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Corporate Consolidation & 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, Corporate Financial Reporting, this position is responsible for the preparation of the Government of Alberta consolidated financial statements as well as monthly/quarterly fiscal updates to support government accountability and meet legislative requirements. Furthermore, this position is responsible for providing the overall direction and leadership to government departments regarding corporate financial policies and governance.

This position provides corporate support to all ministries to meet the high demands of the government's financial reporting system (1GX), which is SAP based. This position contributes to the development of government accounting policies to ensure the government is accountable within the recommendations of the Public Sector Accounting Board and is adhering to generally accepted accounting principles. Serving as a front line contact for various financial reporting matters across government, this role provides interpretation, analysis and recommendations regarding government's financial reporting policies, procedures and processes.

In addition, this position assumes a leadership role by providing strong technical support and administration (oversight and coordination) of the government's financial system (1GX) including the application of corporate

processes and of the master data across the government's budgeting, forecasting, reporting and operational systems. This includes contributing to the creation and maintenance of GoA operational policies and processes, and provide training to the GoA finance Community.

The Office of the Controller (OOC) is a leader in supporting and facilitating initiatives with outcome focused on automation, effectiveness, efficiency, standardized reporting and operational processes, and continual improvement by the financial community. This role may lead/co-lead projects or collaborate with other TBF divisions, ministries, 1GX Team, Accenture team, etc. relating to matters concerning financial operation and reporting such as the development of new system reports, automation of reports included in the GoA Consolidated Financial Statements and other accountability documents, configuration, testing, ministry issues resolution, etc.

Responsibilities

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

1. Lead and/or contribute to the preparation of the government's accountability documents which include, but is not limited to, the Government of Alberta consolidated financial statements as well as monthly/quarterly fiscal updates, and other proactive disclosure initiatives in accordance with stated Government Legislated Acts and Regulations, policies and procedures.

- Prepare the Government of Alberta annual Consolidated Financial Statements (including notes and schedules) within legislated timelines and requirements, monthly/quarterly fiscal updates and other proactive disclosure initiatives.
- Prepare working papers to support the annual and quarterly fiscal updates. Build and maintain reports within 1GX to extract information from the system to support the preparation of working papers. Identify data issues in 1GX and work with ministries to resolve the issues.
- Analyze, interpret and reconcile financial information prepared by ministries, obtaining supplementary information as required to work and resolve outstanding issues.
- Identify and investigate issues with ministry annual and quarterly financial submissions and recommend and implement corrective actions, using knowledge of government business, of public sector accounting, and of generally accepted accounting principles.
- Research financial reporting practices of other jurisdictions.
- Perform complex financial analysis on financial issues and projects. Deliver/ oversee the delivery of training to GoA finance community on 1GX processes for financial reporting and other ad-hoc reports;
- Provide sound financial advice to departmental staff and other ministries (departments, agencies, post secondary institutions, school boards and health organizations), using knowledge of government business, of public sector accounting, and of generally accepted accounting principles.
- Revise existing or develop new GoA Year-end Templates to be used by the GoA finance community.
- Streamlining working papers to ensure the consistency and completeness.
- Resolve financial reporting issues identified or raised by auditors and other business partners.
- Research and understand legislation to ensure reports and the the financial system are in compliance.

2. Provide support and leadership for financial and business process improvement projects that are initiated or supported by the Office of the Controller. Standardize and streamline financial processes to improve 1GX capacity, and further support the "One Government approach", by providing a leadership role, through strong technical support and administration (oversight and coordination) of the government's 1GX system, for the application of corporate processes and of the master data across the government's budgeting, forecasting, reporting and operational systems.

- Oversee the governance function of the master data elements with a view to promoting best practices, "one GoA" approach and corporate accountability across Government of Alberta.
- Lead automation of GoA financial reports in 1GX BPC. Document 1GX process for running the automated consolidated reports, and provide training to the GoA Finance community on these revised/newly developed processes.
- Work with 1GX team to create/update 1GX process documents, and create awareness and provide training to GoA finance community as needed.
- Lead/co-lead other GoA financial module related projects to support continuous improvements and achieve process efficiency.
- Identify opportunities for improvements and provide feasible options for senior management's decision. This may

include but not limited to GoA financial reporting process, system process, internal control process, etc.

3. Provide corporate support to all ministries and lead on some GoA Learning & Development initiatives

- Collaborate with other teams within the OOC and ministries to identify key financial reporting training needs.
- Develop training materials and deliver training within the OOC and to the GoA Finance Community, as required.
- Prepare and present materials at GoA annual financial reporting workshops or other events.
- Provide financial advice to ministries including master data usage, reporting requirements, etc.

4. Contribute to the development of GOA financial and accounting policies to promote government accountability and provide support to ministries in accordance with the Public Sector Accounting Standards, Generally Accepted Accounting Principles, stated Government Legislated Acts and Regulations, and Government policies and procedures.

- Contribute to the development of government financial and accounting policies to be applied government wide (departments, agencies, post secondary institutions, school boards and Health organizations) to ensure the government is accountable within the recommendations of the Public Sector Accounting Board and is adhering to generally accepted accounting principles. This may involve presentations to stakeholders which include departments, agencies, post secondary institutions and Health organizations.
- Research, develop and communicate accounting, financial management and control policies for the government. This may require the manager to lead teams in order to develop operational policies and manage the process to achieve consensus.
- Assist ministries, Finance Leadership Committee and Senior Financial Officers (which include departments, agencies, post secondary institutions, school boards and Health organizations) in the implementation of financial and accounting policies, resolve any accounting, financial, and disclosure issues they may be facing and assist ministries in their financial information preparation.
- Provide financial reporting advice to Treasury Board Secretariat to assist them in determining the outcome of financial events.
- Provide accounting/financial policy advice to other business partners to assist in determining the treatment and disclosure of financial events.
- Assist in the preparation and updating of Treasury Board Directives, Regulations and Legislation.
- Participate in meetings and provide advice on the development and/or enhancement of internal controls across the government.

5. Specific responsibilities also include:

- Lead the development of Government of Alberta's proforma consolidated financial statements, working with other teams within OOC and the Office of the Auditor General to resolve issues as needed.
- Work with the Office of the Auditor General and ministries on issues that are raised either by government or the Auditor General and arrive at a resolution.
- Develop material relating to the Government of Alberta's consolidated financial statements for the Provincial Audit Committee for their discussion and review.
- Lead or participate working groups to configure the financial system, support implementation of new accounting standards or develop new corporate processes.
- Organize and prepare information for the Deputy Minister's and the Controller's appearance at the Public Accounts Committee.
- Research legislation, regulations, and other governing financial policies and summarize the impact on financial reporting.
- Prepare briefing material and Action Requests for the Controller, Deputy Minister and Minister on issues as required.
- Sit on and participate on working committees, as required.
- Perform additional duties and special projects as assigned by management, such as oversee master data management processes, providing cover off to other teams within CCR.

Problem Solving

Typical problems solved:

Solve difficult system, accounting policy, financial, disclosure, and various management reporting issues, giving

consideration to budget implications, for the ministries and the government as a whole. The thinking environment contains many unknown elements as opportunities and decisions are shaped by high-level government policy issues. Challenges require analytical, interpretative, evaluative and developmental thinking in variable situations. The manager will lead teams to effectively analyze new and existing financial and accounting policies, to evaluate the system changes required to implement new policies, and to document the new processes created. As a result, this position faces challenges in gaining consensus from all business partners providing input into the task. Since accounting policy, financial policy and system changes impact the entire government, another challenge is developing policy that meets both corporate and ministry objectives.

Types of guidance available for problem solving:

GoA accounting and financial policies, Treasury Board Directives, Financial Administration Act, Sustainable Fiscal Planning and Reporting Act, GoA policies for operation, 1GX process documents, reference guides and training material.

For issues that existing documents can't provide guidance, this position will need to work with managers, and other stakeholders from ministries, other center of excellence teams to create GoA process and develop/update documents to summarize and communicate the new process.

Direct or indirect impacts of decisions:

GoA finance community shares the same financial system - 1GX and follow the same overall reporting and operating process. Therefore, in most situations, issues identified would affect many other ministries.

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

This position contributes to the preparation of the Consolidated Financial Statements and is guided by knowledge of government business, of legislation, of public sector accounting, of generally accepted accounting principles and of financial systems. Outputs of the job impact the integrity of financial information (GOA Annual report, Report of Selected Payments to MLAs, Blue Book, Grant Payments, proactive disclosure initiatives).

These documents are released publicly and receive scrutiny from the media, the public and politicians.

This position is to assist in fulfilling a strategic mandate of the Controller, the Finance Leadership Committee and the SFO Council to have current and clear accounting and financial policies. This position is responsible for the implementation of the PSAB recommendations on accounting policy in the financial system to ensure that the GOA financial system is in compliance with the PSAS and does not get a qualified opinion from the Auditor General for the GoA consolidated financial statements. This position will work both independently and with ministries (including departments, agencies, post secondary institutions, school boards and Health organizations) to achieve results. The accounting, financial and system related policies that are developed and updated will impact the financial community in the Government of Alberta and promote government accountability.

This individual must be able to effectively communicate and work with various people within and outside the Government.

Key Relationships

Major stakeholders and purpose of interactions:

This position will work with all ministries on different GoA projects to achieve the best results. This position will also frequently work with other center of excellence teams to develop new business/system process, and document and communicate the new process to GoA finance community.

This position will assist in managing the 1GX governance function by working with ministry master data requests, and leading projects to improve system efficiency and resolve issues. The individual will work closely with other teams in OOC and across GoA finance community to develop uniform and comprehensive GoA system and reporting process that support all of the financial, budget and information management.

Building trust and respectful relationships with ministries and other stakeholders is a key for success in this role.

Internal Relationships

- Financial Accounting and Standards (OOC) - Provides input into project and a resource for working groups
- Financial Policy (OOC) - Provides advice on GoAs financial policies and TB directives
- 1GX Centre of Excellence - Collaborative effort on system design and issue resolution
- Ministries (departments, agencies, post secondary institutions, school boards and health organizations) - As needed.
- Treasury Board Secretariat - Advises on financial reporting and accounting policies and fiscal impacts of financial events. Collaborative effort on budget and restructuring related master data governance and reporting process;
- TBF Financial Oversight of Cash Transactions - Collaborative effort on cash related system, master data governance and reporting process;
- Finance Leadership Committee - Provide advice on accounting, financial, or system issues. Supports projects initiated by other stakeholders.
- SFO Council - Report to SFO Council on any system, accounting or financial policy direction.

External Relationships

- Auditor General - Resolve audit issues and assist the OAG in the completion of their audit.
- Provincial Audit Committee - Provide draft GoA consolidated financial statements and any relevant documents to the Committee.

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:

- University graduation in a related field (Degree) plus 4 years progressively responsible related experience. (Required)
- A recognized accounting designation (Canadian). (Required)
- Knowledge of Public Sector Accounting Standards.
- Experience in leading committees and gaining consensus.
- Excellent writing, verbal, and inter-personal communication skills.
- Project management skills.
- Strong time and task management skills in order to multi-task and keep up with our fast-paced environment.
- Policy development experience is desired.
- Strong analytical, problem solving and organizational skills combined with strong communication and interpersonal skills.
- Ability to work in a dynamic team environment.
- At least four years of related experience.
- Working/applied knowledge of 1GX S4 and BPC and general understanding of GoA financial, reporting and disclosure processes.

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	System development and process change all require a long-term view towards financial reporting goals that the GoA finance community is trying to achieve. This position will work with others to complete

		<p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>and implement projects. Therefore, understanding the impact of different options on others and identify emerging trends and unintended consequences are important to the success of this position.</p>
Creative Problem Solving	○ ○ ○ ● ○	<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 	<p>In a lot of situations, there is no available solutions to issues identified, which requires the OOC CCR team members to be able to engage on perspective to understand the causes, and be creative to find solutions and solve problems.</p>
Agility	○ ○ ○ ● ○	<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 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 	<p>Identify opportunities for improvement and change management are two key responsibilities of this position. To implement the best option, this position will need to identify alternative approaches, take action in uncertain situations and create a plan B. This position needs to adapt well to the frequently changing environment.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <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 consistent with APS direction 	<p>This position will be involved in many projects, and therefore, will need to partner with other ministries and center of excellence teams to achieve the goals provided. It's critical for this position to work with internal teams and ministries' stakeholders to complete the various reporting requirements to meet timelines.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and</p>	<p>This position will provide guidance to other</p>