

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Financial Analyst (Wage)

Requested Class

Finance 2

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

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

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services, Financial Reporting & Operations

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Dir. Fin Reporting & Operations

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This is a temporary wage position. The Financial Analyst supports the operations and growth of the Ministry by contributing to financial operations and reporting functions, vacation coverage, retirement transitions, and assisting the supervisor with ad hoc tasks. Responsibilities include:

- Supporting monthly, quarterly, and year-end financial activities, including the preparation of journal entries, reconciliations, and reporting templates.
- Supporting Accounting Officer (AO) functions by obtaining supporting documents and reviewing daily transactions in financial systems, including accounts payable, payroll, procurement card, grants, contracts, and expense claims.
- Assisting in the preparation of various public disclosures, including Grant Disclosure, Blue Book, MLA Report, Discretionary Expenses Report, and Minister's Expenses.

- Supporting 1GX administration and participating in ongoing cross GOA 1GX improvement initiatives.
- Assisting in managing the Ministry's Expenditure Officer (EO) and Delegation of Authority (DoA) processes to ensure operational needs are met.
- Supporting monthly, quarterly, and year-end financial activities in accordance with Canadian Public Sector Accounting Standards and Government of Alberta/Treasury Board and Finance requirements.
- Assisting with other financial services activities, including grant- and contract-related tasks, as needed.

Responsibilities

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

Support monthly, quarterly, and year-end period close and financial reporting activities in accordance with Canadian Public Sector Accounting Standards and Government of Alberta/Treasury Board and Finance requirements:

- Coordinate with program areas and other ministry staff to prepare inter-ministry transfers and journal entries, and gather information required for financial statements.
- Prepare accounts payable (AP), accounts receivable (AR), and payroll reconciliations, as well as PPC and WBS project reviews.
- Prepare reporting templates and working papers, including general ledger (GL) uploads for reporting entities.

Support the Accounting Officer (AO) function to ensure daily transactions comply with applicable acts, regulations, policies, and procedures:

- Review and ensure financial transactions are appropriately reviewed and approved.
- Communicate concerns identified during the review and approval process to program staff, expenditure officers, and the Senior Financial Analyst.
- Act as a financial resource to program area staff on financial matters.

Assist in the preparation of public disclosures, ensuring accuracy and adherence to deadlines, including:

- Grant Disclosure, Blue Book, Discretionary Expenses Report, etc

Assist in systems administration:

- Perform the system administrator role for 1GX (S4-Hana), EPS, Concur, and iControl.
- Assist in setting up chartfields and reporting structures in 1GX.
- Participate in ongoing 1GX improvement initiatives as the ministry's subject matter expert.

Support the ministry's Expenditure Officer (EO) and Delegation of Authority (DoA) designation and change processes to ensure compliance with EO policies and procedures and proper workflows in 1GX:

- Work with program areas to process EO designation or change applications in a timely manner.
- Ensure EO training is completed and that security clearance checks are obtained.
- Maintain the EO distribution list.
- Process DoA applications and verify DoA levels in 1GX.

Assist with other financial services activities, including:

- Grant and contract payments.
- Coordinating with program areas to assist in the preparation of monthly cash flow forecasts.

- Performing other duties as assigned by the supervisor.

Problem Solving

Typical problems solved:

This position helps with financial tasks by finding problems and suggesting solutions. The person works with different people, from managers to accounting and program area staff, to check, reconcile and fix financial information in 1GX. To do this job well, the person needs to know how to use 1GX, understand accounting rules, and be familiar with financial processes.

Types of guidance available for problem solving:

Under the supervision of the FRO Director, this position functions within the context of policies, directives, and guidelines developed by Treasury Board and Finance and Public Sector Accounting Standards.

Direct or indirect impacts of decisions:

The incumbent's scope of responsibility is diverse due to the variety and complexity of programs within the Ministry of Mental Health and Addiction.

The incumbent requires the ability to communicate effectively to a diverse range of audiences and good team work skills.

Key Relationships

Major stakeholders and purpose of interactions:

- Internal Staff - Provide support and assistance.
- Manager/Director, Financial Reporting and Operations- Obtain direction and advice, update status of work.
- Program area staff, other Divisions, administration staff - Coordinate to obtain information required for AO compliance reviews and request information on financial transactions and 1GX administration.
- External Peers in Other Departments - Engage in inter-ministry initiatives, share best practices, networking.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

It's a great opportunity for students or recent graduates to gain hands-on experience in finance services:

- Basic understanding of accounting principles and financial processes.
- Willingness to learn and receive training in medium-level accounting concepts.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Excel and general computer skills.
- Good communication and teamwork abilities.
- Ability to work with financial systems such as SAP is an asset.

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		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results 	Organizational and project management skills including ability to anticipate outcomes and potential impacts and to respond to tight time frames and meet delivery schedules from

		<ul style="list-style-type: none">• Partners with groups to achieve outcomes• Aims to exceed expectations	Treasury Board and Finance and senior management.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none">• Leverages skills and knowledge of others• Genuinely values and learns from others• Facilitates open and respectful conflict resolution• Recognizes and appreciates others	This position is responsible for supporting colleagues within Financial Services and across the ministry in their day to day tasks and building efficient and effective working relationships.

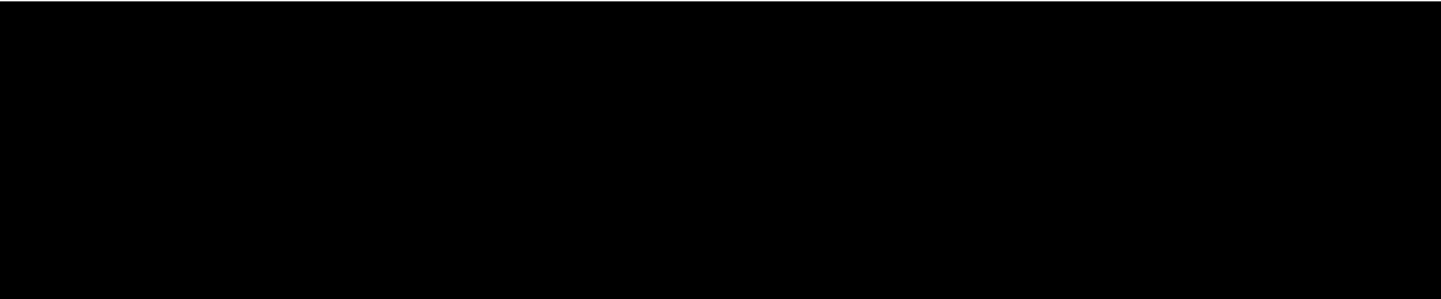
Benchmarks

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

NA, this is a waged position and normal position classification is not required.

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.



FINANCIAL SERVICES AND CORPORATE PLANNING BRANCH

