

Working Title Financial Operations Officer		Name Vacant	
Position Number	Reports to Position No., Class & Level ADMIN 1	Division, Branch/Unit Properties, Realty Services, Leasing	Ministry Alberta Infrastructure
Present Class AS6		Requested Class AS6	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE:

Process financial transactions within Leasing to maintain good accounting practices and maintaining proper audit controls ensuring accurate payment processing, year-end processing, updating budgets and maintaining forecast information and a liaison with departmental staff, landlords, Auditors and Finance Division. This position enters and updates contract inventory data into 3 internal computer systems in Leasing.

RESPONSIBILITIES AND ACTIVITIES:

- Process lease contracts, lease payments and operational expenditures to ensure adherence to Departmental policies, procedures and contract conditions resulting in accurate financial records. Co-ordinates special payment requirements and resolve problems/issues with Finance or Service Alberta.
- Process daily financial updates and maintain contract information in Contract Management System (CMS) to ensure accurate financial information for effective reporting and payment processing. Also, the updates in CMS provide accurate reports for Finance and Auditors to determine total contract expenditures and outstanding contract amounts for Year-End reporting.
- Prepare Year-End Processing within the timeframes established by Finance. This includes: compile and finalize the accounts payable expenditures, prepare updates for current rental accruals, reconciliation of previous established accruals and provide information for Auditors' requirements. Liaison with Finance, departmental staff and vendors to provide cheque status information and co-ordinate year-end reports. This will result in reporting lease costs in the proper fiscal year and finalized data will be utilized in Accommodation Costing.
- Follow-up on all Tenant Allowances and Landlord's work for all payable leases to ensure the work has been completed and copies of approved invoices are on file. Update internal Leasing systems to reflect the status of the projects. If required, prepare letters to extend the expiry date of the allowance. With updates and follow-up on all projects, Leasing is aware of work completed and all allowances are fully utilized.
- Update lease contract information into the Leasing Administration systems and verification to ensure data integrity. Assist in compiling and assembling of budget estimates for lease expenditures, monthly and quarterly forecasting and analysis including maintenance of various systems and spreadsheets. By completing regular updates, month end reports will be more accurate and our inventory is up to date. Also, yearly budgets and regular forecasts can be produced.

SCOPE:

- Financial transactions from Leasing impact departmental budgets, 200-300 landlords and property management firms, Finance, Service Centre, Departmental staff and Leasing Managers/Staff. Current volume of monthly expenditures is approximately 400 payments within a budget of \$200 million per year.

SCOPE:
<ul style="list-style-type: none">• Considerable judgement and interpretation required in the review of documentation to data enter relevant information into Leasing's computer systems.• Develop and maintain effective financial processes. Review the processes to see if functions can be streamlined or enhanced. Identify system limitations and recommend ways to overcome them.• Ability to analyze and verify budget amounts.
KNOWLEDGE, SKILLS & ABILITIES:
<ul style="list-style-type: none">• Extensive knowledge of Government Financial systems – IMAGIS & CMS• Good understanding of contract law in Real Estate area• Strong knowledge of Government Financial Policies and Procedures (Financial Administration Act)• Strong organizational skills and the ability to handle multiple projects or tasks• Thorough knowledge of internal Leasing computer application systems• Knowledge in Land Titles System (Spin 11)• Knowledge in Corporate Registry System (CORES)• Knowledge in Facilities & Business Information System (FBIS)• Knowledge in BLIMS Inventory & Leasing Module• Knowledge in FAMIS – Leasing Module• Experience working with Microsoft Office 2010 & Outlook 2010• Related work in Accounting• Experience working with Budgets and Forecasting• Good communication skills dealing with landlords and departmental staff
CONTACTS:
<ul style="list-style-type: none">• Landlords and Property Management Firms within the Province.• Departmental staff including Leasing staff members• Facilities Managers and Administrative Support Staff within the Province• Service Alberta & Finance Staff Members• Auditors & Accountants from Private Sector, Auditor's General Office
SUPERVISION EXERCISED:
CHANGES SINCE LAST CLASSIFICATION REVIEW:

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.