

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Corporate Reporting & Transformation

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:

The Corporate Consolidation and Reporting (CCR) team in the Office of the Controller (OOC) plays an important role in reflecting the "One GoA" approach in the Government of Alberta (GoA) financial system - 1GX, which is SAP based, and ensuring the 1GX system supports the GoA financial reporting and operational processes. The OOC is a leader in supporting and facilitating initiatives with outcomes focused on automation, effectiveness, efficiency, standardized reporting and operational processes, and continuous improvement. Reporting to the Director, this position plays a key role in driving GoA-wide projects with significant impact on operational efficiency across the GoA finance community. This role assists the director in leading the delivery of GoA financial reporting related projects that may affect GoA financial consolidation, adoption of new accounting standards, financial and accountability reporting related system processes, etc. The manager supports the Director to ensure the deliverables meet GoA finance community needs for financial consolidation, reporting and operations based on public sector accounting standards, GoA policies, legislative requirements, etc., and to provide advice to the GoA finance community and senior leadership in achieving government business plan goals and mandates.

In addition, this position provides advice on the maintenance and development of 1GX to ensure the integrity and accuracy of the financial data and seek opportunities for further improvements. The position requires in-depth knowledge of all functional areas and master data elements in 1GX to meet the financial and budget reporting requirements and ensure efficiency and effectiveness within the requirements of the financial community and government legislation.

This role may collaborate with other OOC teams, TBF divisions, ministries, 1GX Team, Accenture team, etc. to improve the efficiency of GoA consolidation process by developing new system reports, automating working papers and other accountability documents, etc. Activities may include but not be limited to testing system solutions, documenting new processes, providing feedback on documented processes, developing communications plan and training materials, providing training to the GoA Finance community on these revised/newly developed processes, etc.

This role is also involved in the GoA monthly/quarterly/year-end financial reporting process to understand the process and support OOC business.

This position requires comprehensive knowledge and understanding of some legislation, GoA policies, and financial reporting concepts in order to:

- support all ministries to meet their high demands of the financial reporting requirements in 1GX and work with other business partners to resolve issues in the system.
- assess the impacts of system upgrades on GoA financial business processes, develop communication strategies and streamline the processes in 1GX.
- work collaboratively with internal and external stakeholders to complete GoA financial process developments/projects and deliver desirable results to the GoA finance community.
- collaborate with internal stakeholders to deliver courses provided by OOC.

Responsibilities

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

1. Business Transformation & Process Optimization

- Support the Director to develop project plans;
- Lead or co-lead financial transformation projects, work with other OOC teams, TBF divisions, 1GX team, ministries, etc., to deliver new financial processes to improve reporting efficiency and data accuracy;
- Identify and lead new automation initiatives to enhance financial reporting processes, focusing on improving efficiency, accuracy and timeliness of financial reports;
- Drive change management initiatives to align financial practices with evolving business needs, ensuring smooth transitions and continuous process improvement;
- Promote the One Government approach, ensuring standardization and streamlining of financial processes across ministries;
- Lead or co-lead the 1GX system changes to streamline GoA financial reporting and optimize system functions.
- Document new processes, or provide feedback on documented processes.

2. Corporate Financial Reporting

- Perform complex financial analysis on financial issues and projects. Deliver training to GoA finance community on 1GX processes for financial reporting and other ad-hoc reports;
- Analyze, interpret and reconcile financial information prepared by ministries, obtaining supplementary

information as required to work and resolve outstanding issues;

- Work with stakeholders to streamline financial reporting processes and enhance data integrity within 1GX and other GoA financial systems;
- Prepare training materials and present at GoA annual financial reporting workshops or other GoA learning and development events.

3. Stakeholder Collaboration

- Coordination of project activities across multiple ministries and teams to ensure smooth project execution and alignment with organizational objectives;
- Build stakeholder relationships, acting as the primary point of contact for project to ensure clear communication, timely updates, and issue resolution;
- Develop and implement communications plans based on the communications strategies provided by the Director to ensure key messages related to projects are effectively conveyed to stakeholders and finance community;
- Facilitate meetings, manage action items and ensure timely follow up on decisions and next steps.
- Provide frequent updates to senior leadership to ensure the projects are going in the correct directions.
- Create training materials and plans, and deliver trainings to impacted stakeholders, such as OOC internal staff members, GoA finance community, etc.

4. Master Data & Financial System Governance

- Collaborate with 1GX COE and other OOC teams to optimize master data usage ensuring improved performance and efficiency;
- Support master data development process to ensure the data accuracy in system reports .

5. System & Process Optimization

- Identify and drive improvements in GoA financial system and reporting processes to enhance efficiency and accuracy;
- Work closely with other stakeholders to ensure seamless integration and functioning of 1GX across multiple financial modules;
- Lead or contribute to continuous improvement projects, focusing on enhancing financial data integrity, automation and the optimization of business processes.

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

materials.

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

Direct or indirect impacts of decisions:

GoA finance community share a single 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 Payment Disclosure, 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 Public Sector Accounting Board recommendations on accounting policy in the financial system to ensure that the GOA financial system is in compliance with the Public Sector Accounting Standards. This position will work both independently and with ministries 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.

Building trust and respectful relationships with ministries and other stakeholders is a key for success in this role. 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 works with Center of Excellent teams, ministries and other stakeholders on different GoA financial projects to deliver the desirable results such as new business/system processes, etc., and document and communicate the new processes as well as provide training to the 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.

Internal Relationships

- Financial Accounting and Standards (OOC) - Provides input into projects and a resource for working groups
- Financial Policy (OOC) - Provides advice on GoAs financial policies and Treasury Board 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;

External Relationships

- Auditor General - Resolve audit issues and assist the OAG in the completion of their audit.

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, Economics

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 Canadian accounting designation (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, 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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 	<p>System development and process change all require a long-term view towards financial reporting goals that the GoA finance community is trying to achieve.</p> <p>This position will work with others to complete 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	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	In many situations, there are no available solutions to issues identified, which requires the OOC CCR team members to be able to engage on varying perspectives to understand the causes, and be creative to find solutions and solve problems.
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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 	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.
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 	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.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others 	This position will provide guidance to other ministries, and work with others to improve the system and business process. It's critical to build collaborative environments in order to achieve the best results.

		<ul style="list-style-type: none"> • Acknowledges and works with diverse perspectives for achieving outcomes 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>Implementing projects may require testing. Gathering input/feedback from ministries' business partners will increase the chance of being successful.</p>