

ALBERTA INFRASTRUCTURE AND TRANSPORTATION

MANAGEMENT JOB DESCRIPTION

NAME	
WORKING TITLE	Director, Financial Services
DIVISION/BRANCH	
POSITION NUMBER	Sample (edited)
CURRENT CLASSIFICATION	Senior Manager

**I. OVERALL JOB PURPOSE AND SUMMARY:
(Why the job exists and what it is expected to accomplish)**

Reporting to the Executive Director, Finance Branch, the purpose of this position is to provide overall direction on accounting policies, practices and procedures, guide the preparation of quarterly and annual financial statements, lead the development, enhancement and administration of financial systems, provide day to day financial support to the Ministry including accounts payable, accounts receivable and contract management services, oversee the operating agreement with Restructuring and Government Efficiency (RGE), manage the Ministry's capital assets and lead other financial projects as required, to meet the business plan goals of the Ministry. This includes:

- Facilitates management decision making by providing on-going consultative advice, guidance and leadership, ensuring that financial systems and reporting mechanisms are in place that have appropriate internal controls and functionality.
- Ensures prudent business practices and strong internal controls exists to safeguard the assets of the Ministry.
- Ensures departmental compliance with financial legislation.
- Responsible for the preparation of Ministerial consolidated financial statements.
- Responsible for coordinating the annual financial audit performed by the Auditor General and for follow-up of issues arising from the annual financial audit.
- Under the general direction of the Executive Director, the Director is responsible for the analysis, coordination and development of Ministry financial policy and the resolution of issues related to financial management policies.
- This position oversees the provision of financial analysis and support to alternative funding delivery proposals (e.g., Public-Private Partnerships [P3s]).
- Provides departmental direction on the use of contracts and related contract management systems.
- Carries out the role of IMAGIS Service Manager for the Ministry.
- The incumbent represents the Department on Cross-Ministry Councils and initiatives, e.g., Administrative Council.
- This position oversees the management of the ACSC operating agreement and monitoring of performance and service levels being provided by RGE.
- Oversees the development of financial programs to support high priority government initiatives.

- Ensures Ministry financial systems and processes exist for Risk Management and Insurance, the Agreement on Internal Trade and for government wide accommodations cost reporting.
- The incumbent is responsible for providing strategic direction for a capital management program that includes capital policy (above and below threshold), financial management (acquisition, amortization, disposition), and establishment of appropriate practices and processes.
- Acts as back-up to the Executive Director, Finance.
- The Director will be an active member of cross-ministry Councils and initiatives, and will be required to consult with colleagues across the Government of Alberta in establishing and maintaining financial practices within Alberta Infrastructure and Transportation.

**II. SPECIFIC ACCOUNTABILITIES:
(Most important outcomes of the job and how they are achieved)**

- Manages a unit budget .
- Directs the Financial Services Unit, comprised of three managers and thirteen professionals and 4 administrative staff, responsible for delivering financial policy and analysis, systems development and administration, financial reporting, accounts payable, receivable and revenue, capital asset management and administrative services management with a high level of client service.

Specific outcomes and results include:

Accounting Policy, Analysis and Internal Controls

- Directs the provision of professional strategic advice, guidance and support on all accounting related matters to executives, managers and staff throughout the Ministry to enable them to effectively meet their goals and objectives as set forth in the Ministry Business Plan.
- Conducts ongoing environmental scanning to keep abreast of changes in the financial management issues facing the Ministry.
- Provides financial policy, analysis, advice and guidance to all levels of line management throughout the Ministry, assisting them to resolve complex management issues and ensuring that they comply with Central Agency and internal financial policy directives.
- Provides comprehensive financial analysis service to line areas on all matters regarding the linkages between government policy and internal financial management.

- Coordinates resolution of financial and accounting policy issues related to major initiatives.
- Provides support to the development of business cases for major initiatives to ensure that the financial interests of the Ministry are incorporated into the analysis and decision- making.
- Coordinates new financial policy and fiscal analysis initiatives on behalf of the branch, including analysis of alternative debt financing options and the associated funding impact for the Ministry. This involves the use of complex discounting methodologies, such as Net Present Value, to identify the time value of costs and benefits to determine if projects are economically viable over the life of the proposed initiative.
- Develops financial policy papers for senior management review and guidance on all matters relating to financial processes and the delegation of financial authorities.
- Identifies and resolves potential accounting issues which may affect program operations, through close liaison with line area clients and others and by interpreting relevant Ministerial policies, procedures and Government of Alberta legislation to ensure Business Plan needs are met while at the same time maintaining a balance with prudent business practice and accounting policies and procedures.
- Develops nurtures and maintains an open, trusting and productive working relationship with managers and executives throughout the Ministry and in the Central Agencies to ensure that government wide financial policies and procedures are in place.
- Ensures that the Ministry's accounting policies and practices comply with approved accounting principles and standards and that appropriate business practices are in place to support management..
- Provides interpretation of accounting policies, procedures and guidelines issued by the Canadian Institute of Chartered Accountants Handbook (CICA), Generally Accepted Accounting Principles (GAAP), Public Service Accounting Bureau (PSAB), Alberta Finance's requirements, recommendations by the Office of the Auditor General, and departmental policies and procedures.
- Develops accounting policy recommendations and designs and implements enhanced accounting standards and procedures for the Ministry including complex issues related to:
 - ◆ Deferred maintenance
 - ◆ Capital Leases
 - ◆ Commitments and liabilities
 - ◆ Accounting treatment for major program initiatives,
 - ◆ Contract, grant and funding arrangements for different types of supported infrastructure programs

Financial Systems Development and Enhancements

- Directs the development and enhancement of departmental financial systems such as CMS (Contract Management System), and ensures that the financial components of Ministry wide systems such as TRAVIS (Transportation Routing and Vehicle Information System) and BLIMS (Building and Land Infrastructure Management System) and TIMS (Transportation Information System) are integrated with government-wide corporate financial systems.
- Ensures that upgrades to IMAGIS are planned, tested and developed to meet Ministry's needs and that the implementation occurs with no disruption to existing systems.
- Co-ordinates the rollout of new IMAGIS modules and versions.
- Ensures that branch is represented on the IMAGIS Report Working Committee that addresses government-wide reporting issues.

Financial and Management Reporting

- Ensures appropriate processes and documentation are in place to facilitate management reporting requirements, including the preparation of expenditure reports and information for quarterly and year-end financial reporting.
- Manages the preparation of quarterly and year-end consolidated financial statements including all notes and schedules, including the development of electronic layouts and systems to produce financial statements quickly and efficiently.
- Directs the reconciliation of general ledger accounts, maintaining working papers and supporting documentation for compiling financial statements, and making such documentation available for audit purposes.
- Provides regular management reporting to expenditure officers of the department to assist in the management of all departmental programs.
- Provides ad hoc management reporting as requested by department management and staff.
- Liaises closely with Alberta Finance officials and Office of the Auditor General staff to ensure financial information are properly disclosed in the Financial Statements

Audit

- Leads the development of the Ministry's overall audit strategies and responses to the Office of the Auditor General (OAG) ensuring that systems audits and financial audit

issues are being adequately addressed by coordinating the activities of the Branch and the respective line areas. This involves the on-going involvement in an average of 20 to 30 audit issues annually.

- Liaises with the Office of the Auditor General (OAG) during the course of the annual audit for Ministry, responds to queries, provides necessary information and resolves all financial statement presentation issues.
- Liaises closely with Alberta Finance officials to ensure the impact of audit issues is clearly identified from both the Ministry's and the GoA perspectives, and that the recommended solutions have the support of Alberta Finance.
- Responsible for all financial audit issue follow-up and resolution.

Accounting Operations

- Directs the provision of professional strategic advice, guidance and support on financial related matters to executives, managers and staff throughout the Ministry to enable them to effectively meet their goals and objectives as set forth in the Ministry Business Plans.
- Conducts ongoing environmental scanning to keep abreast of changes in the financial management issues facing the Ministry.
- Ensures that adequate financial systems and processes are in place for financial operations including accounts payable, accounts receivable and revenues.
- Oversees the development of training and awareness activities for all expenditure officers, procurement cardholders, management and staff in all matter relating to their responsibilities for expending budgeted funds.
- Directs the contract management processes ensuring that contracts are prepared in accordance with Ministry and GoA guidelines, policies and procedures.

RGE Customer Service Agreement

- Develops and maintains an effective working relationship with senior RGE staff to ensure that financial responsibilities between RGE and Ministry staff are clearly established thus ensuring that RGE staff handle all transactional activities and that Ministry staff handle all strategic financial activities.

Financial Systems Administration

- Oversees the administration and security access for all departmental financial systems (e.g., IMAGIS, Exclaim, EPS, CMS,) and ensures that training and support to line areas is carried out.

Capital Asset Management

- Oversees the development of Ministry wide Capital Asset policies and procedures including acquisition, disposition, monitoring and reconciliation
- Ensures that the Ministry's capital assets, which represent 85% of the total government assets, are properly accounted for
- Provides advise and guidance to Executive Committee members on the proper accounting treatment for new major capital projects such as P3's

Financial Projects

- Liases with stakeholders and partners to ensure that the interests of the government are maintained and protected for high profile initiatives
- Ensures that appropriate reporting systems exist to meet government wide reporting requirements
- Works with line areas to ensure that high profile areas such as Air Transportation and Vehicle Services have adequate reporting systems in place

Administrative Services

- Represents the Ministry on the government-wide Administrative Services Council.

General

- Ensures that the Annual Report contains accurate and sufficient Ministry financial information.
 - Handles ongoing inquiries from the DM and Minister's offices to obtain financial information for various external stakeholders
 - Participates in various cross-government working committees related to financial reporting, accounting policy, internal controls and ACSC services.
 - Acts as an Accounting Officer authorizing journal vouchers and year-end adjustments and ensuring that all payments are made in accordance with the requirements of the Financial Administration Act.
 - Acts periodically in the absence of the Executive Director, Finance Branch, with full delegation of authority.
- ◆ Manages the unit budget and human resource needs of the unit

III. OVERALL KNOWLEDGE AND SKILLS

- The job applies senior financial management experience and financial management leadership to a service oriented organization. This position must provide a high level of client focus using highly developed consultative skills to meet service expectations.

The Director must have the ability to build working relationships within the organization, across government and with Alberta Finance to facilitate centralized and coordinated accounting and financial systems support services to Infrastructure and Transportation.

- This position requires extensive knowledge and understanding of the theories and concepts of financial management, including Generally Accepted Accounting Principles (GAAP), Public Service Accounting (PSAB), Generally Accepted Auditing Standards, internal control mechanisms, financial systems, and to have the ability to apply this knowledge in a large complex organization.
- Extensive exposure and experience to the analysis of complex financial issues and well-developed skills in influencing others to accept your position on matters related to program compliance are required.
- Sound knowledge of business and strategic planning concepts and techniques are required.
- Considerable leadership, strategic management, judgement and negotiation skills are required to influence others to accept the advice, guidance and direction, which the Director provides to staff, clients and others.
- Human resource skills, especially in the areas of team building, coaching and motivation, are required to manage the staff in the unit and to keep them highly motivated and self-directed to serve their respective clients.
- Sound understanding of Project Management principles and the skills to work on complex and sensitive financial management projects are necessary.
- Thorough knowledge of continual process improvement and process re-engineering principles and practices.

IV. SPECIFIC KNOWLEDGE AND SKILLS

Knowledge Required:

- In-depth knowledge of GoA Acts, Legislation, policies and procedures in all aspects of finance and administration, coupled with the ability to apply this knowledge in such a manner as to assist managers to meet their Business Plan goals while also meeting the accounting standards and requirements of the GoA.
- The function also requires both a balance between service and control as well as sensitivity to the impact of decisions on the ministry and the public.
- A thorough knowledge of Infrastructure and transportation program policies, procedures and delivery processes, including legislation, regulations and policies unique to the various programs. This knowledge is essential to provide advice and solutions from a financial and strategic perspective and to assist line management in achieving their goals.

- Sound knowledge and the ability to recall and apply complex, diverse precedents, practices and techniques.
- Well developed knowledge of change management and the related skills to guide and influence users of the Financial Services Unit's services to adopt changes necessitated by a process improvement or re-structuring project. Will require negotiation skills to achieve an acceptable balance between line management needs and accounting/fiscal control requirements.
- Knowledge and understanding of GAAP (Generally Accepted Accounting Principles) and GAAS (Generally Accepted Auditing Standards).
- The position requires a good understanding of financial systems used in a large organization as well as knowledge of business-related software such as IMAGIS, Excel, Word, etc.

Skills Required:

- Highly developed and seasoned interpersonal, written and verbal skills are required to respond to issues, queries and to blend an appropriate level of political understanding to ensure that responses are appropriately positioned by the Ministry.
- Highly developed analytical skills and abilities to enable the incumbent to analyze complex policy issues and develop appropriate recommendations.
- Interpersonal skills and ability to work effectively with people at all levels of the organization, up to the DM and Minister levels.
- Advanced written and verbal communication skills are needed to be able to understand others' viewpoints and to influence others to accept your point of view as required.
- Sound financial and analytical judgment.
- Considerable team building and leadership skills and ability to effectively direct staff and to take a leadership role in all matters of accounting throughout the Ministry.
- Ability to build and maintain solid, on-going working relationships within the Ministry and throughout the GoA financial community and RGE is clearly required to achieve desired results.
- Microcomputer skills with advanced knowledge of Excel, Word and Accounting packages, as well as skills in using all in-house accounting software.
- Advanced knowledge of the GoA financial management system, IMAGIS.
- Well-developed time management and advanced organizational skills to enable effective planning, prioritization and attainment of results.
- Advanced problem-solving, negotiation and conflict resolution skills would be a definite asset.

Education / Training Required:

- This position requires university education, such as a B. Comm. or similar business related undergraduate degree, supplemented by a Professional Accounting Designation such as CA (Chartered Accountant), CGA (Certified General Accountant), CMA (Certified Management Accountant).

Work Experience Required:

- 8-10 years related experience in progressively responsible positions within government or other large financial operations.
- Experience with a large diversified service oriented financial operation including experience with complex financial systems.
- The above education and experience would be necessary to prepare the Ministry consolidated financial statements and to effectively manage a group of accountants and analysts who are providing a variety of accounting services for the Ministry.
- In addition, to demonstrate credibility in working with diverse line area clients, the Director position requires sensitivity to the demands faced by senior management in meeting their business goals. A good understanding of the work done in the Ministry is also required in order to develop and recommend policy initiatives that will meet the manager's needs.
- Considerable experience in an audit environment and working with central control agencies is required to ensure good working relationships with the central agencies and fully appreciate their requirements.