

JOB DESCRIPTION

Benchmark Job #298

Ministry: Finance and Corporate Relations
Branch: Office of the Comptroller General
Location: Victoria

Working Title: **Corporate Accounting Analyst**
Level: Range 15
Classification: Financial Officer

PRIMARY FUNCTION

To prepare the General Ledger infrastructure and Government Expense Reports and maintain the provincial Chart of Accounts that enables accurate financial reporting for government.

JOB DUTIES AND TASKS

1. Maintains the provincial Chart of Accounts and records for the corporate budget to ensure consistent and accurate reporting of financial information
 - a. reviews ministry requests for new corporate asset, liability, revenue, statutory and trust accounts, STOBs, and client codes for appropriateness, compliance, reporting and systems requirements, accounting standards, feasibility and proper authorization
 - b. establishes new accounts, STOBs and client codes and provides explanations to ministries
 - c. assigns function codes to expenditure accounts based on Statistics Canada criteria
 - d. maintains the corporate hierarchical version for all ministries to ensure STOBs and accounts roll-up to the appropriate groupings for statement presentation
 - e. trains ministry staff on the Chart of Accounts
 - f. ensures budget calendarizations are at the level required by Estimates and that amounts are accurate and makes adjustments to revenue budgets to align with Estimates
 - g. notifies ministry contacts of discrepancies and requests corrections
 - h. finalizes budget reports including amending ministry data
 - i. establishes and maintains a vote monitoring system to ensure ministry votes are not overspent
2. Compiles financial statements for the Public Accounts such as Detailed Ministerial Appropriations, Annual Salary, Travel, Supplier, Grants and Contributions and Associated Schedules
 - a. reconciles data from different systems
 - b. examines individual entries for accuracy and investigates unusual entries to resolve problems
 - c. approves adjustments from ministries
 - d. ensures correct STOBs are used, expenditures appear in the correct appropriations and all internal adjustments and elimination entries have been processed
 - e. reviews budget transfers and reorganization documentation to ensure they are correctly approved and that applicable Orders in Council are in place
 - f. ensures authorities for spending comply with legislative requirements
3. Prepares the Schedules of Payment resulting from decisions pursuant to the Crown Proceeding Act
 - a. compiles documentation from the Ministry of Attorney General and enters data to the annual report
 - b. prepares briefing notes for the Minister to explain cases that may prompt questions from the House
4. Compiles Capital and Operating financial statements for the Monthly and Interim Expenditure reports
 - a. examines variances between year-to-date budget and actual expenditures based on history, forecasts and variances and requests explanations from ministries on discrepancies
 - b. conducts analysis of account and STOB balances to ensure accurate reporting
 - c. answers ministry questions about how reorganizations affect financial reports
5. Participates as a committee member in the formulation, development, implementation and establishment of new business processes and systems
 - a. recommends solutions to information systems problems and enhancements such as data reporting problems and tests results
 - b. initiates and drafts additions and revisions to the Financial Administration Procedures, Financial Accounting Operating Procedures and Government Management Operating Procedures Manuals

REASON FOR CLASSIFICATION

Benchmark Job #298

Job Title: Corporate Accounting Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of financial accounting to prepare the general ledger infrastructure and maintain the provincial Chart of Accounts that enables accurate financial reporting for government.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study and analysis of accounting records and choose an approach using a combination of accepted accounting procedures to maintain the general ledger infrastructure that enables accurate financial reporting for government.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information requiring an explanation of accounting policies and procedures with ministries to adjust or resolve accounting or reporting problems.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity to operate keyboard to produce reports with some requirement for speed to meet legislated Public Accounts deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by financial policies, applies accepted work methods in a different way to prepare the general ledger infrastructure and maintain the Chart of Accounts, resolve accounting and reporting problems and ensure compliance with financial reporting requirements.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to review and identify necessary corrections to data in the Corporate Financial Reporting System (Chart of Accounts) for compliance with accounting and reporting requirements.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes to develop and maintain the provincial Chart of Accounts' coding structure and linkages to ensure the quality of budget information.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to ministry staff on the Chart of Accounts.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize financial documents and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen and financial documents.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 615

Level: Range 15