

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

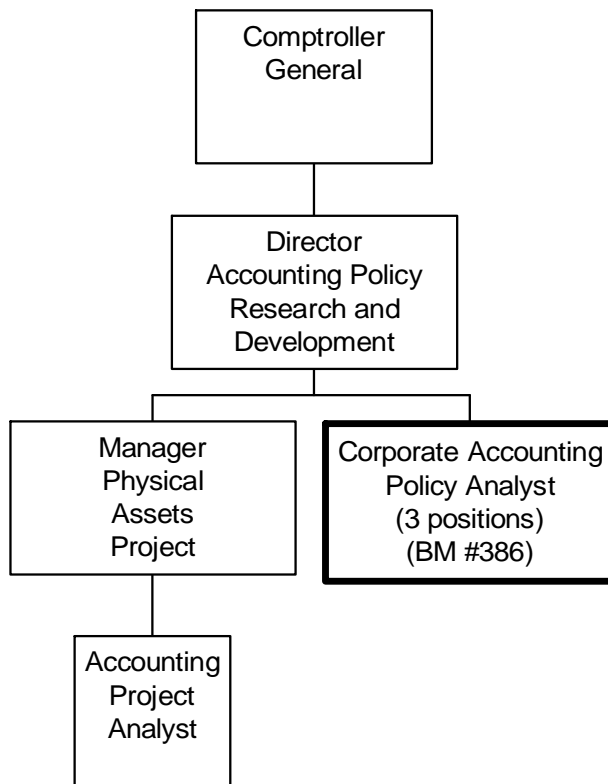
Working Title: **Corporate Accounting Policy Analyst**
Level: Range 30
Classification: Policy Analyst - Finance

PRIMARY FUNCTION

To plan, develop, research and recommend government-wide accounting policies and procedures.

JOB DUTIES AND TASKS

1. Develops and recommends new and improved accounting policies and procedures that govern the financial operations of government, arising out of capitalization, financing proposals, Treasury Board initiatives, legislation, public and private partnerships, lease agreements, asset acquisitions and disposals
 - a. reviews, provides input and interprets OAG, Crown and public and private sector reports and develops responses, considering financing, debt and credit guidelines and issues
 - b. drafts memos, briefing notes, issue papers, impact statements and policies and procedures manual updates stating alternatives, recommendations and financial and accounting considerations
 - c. develops a collection of research materials and analysis tools and evaluates financing proposals for compliance to accounting policies and financial reporting
 - d. provides direction and advice to senior financial staff of government regarding such issues as accounting policies, practical applications and policy research tools
 - e. audits capital asset submissions received from Ministries for compliance and reasonableness
 - f. develops and modifies methodologies, policies and procedures for tracking asset classes and financing proposals
 - g. compiles comparative financial information and prepares draft notes and schedules including footnotes to be included in the Public Accounts consistent with CICA recommendations
 - h. facilitates consensus between interested or affected parties to resolve irregularities, shortfalls and weaknesses in accounting policies and procedures
2. Researches existing, emerging and anticipated accounting policy issues
 - a. compiles and analyzes financial and statistical reports, financial statements, notes and schedules
 - b. reviews current accounting practices and researches accounting literature, pronouncements, bulletins, annual reports, etc.
 - c. reviews government accounting policy and guidelines for reasonableness and completeness, and for consistency with public and private accounting policy
 - d. liaises with public and private sector representatives including the Office of the Auditor General (OAG) to discuss the implications of accounting and reporting changes for government entities
 - e. analyzes, evaluates and interprets potential impacts of national and international standards (e.g. Public Sector Accounting Board, Financial Accounting Standards Board, Canadian Institute of Chartered Accountants (CICA), etc.) upon public sector accounting policies, reporting formats and financial administration
3. Performs other related duties
 - a. assists in implementation of systems solutions to accounting and reporting issues such as reporting the capitalization of physical assets
 - b. participates in and/or supports the work of inter-ministry and inter-agency working committees as a representative of the OCG
 - c. responds verbally and in writing to questions from the Legislative Assembly, other public sector organizations and the general public regarding accounting policy
 - d. provides input to Branch research material library and prepares journal articles on public sector accounting and related issues
 - e. makes presentations to public and private sector financial communities
 - f. trains ministry staff in policy changes
 - g. leads cross government teams on accounting initiatives and projects, such as projects relating to best practices



REASON FOR CLASSIFICATION

Benchmark Job #386

Job Title: Corporate Accounting Policy Analyst

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand all related issues of accounting policy and controls to plan, research and develop government-wide accounting policies and provide authoritative advice to senior government financial staff.</p> | I | 305 |
| 2 | <p>MENTAL DEMANDS Judgement required to evaluate the effectiveness of corporate accounting policies and develop proposals for improvements.</p> | H | 250 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required using negotiation skills to represent the Office of the Comptroller General's (OCG's) position on financial policy issues to gain acceptance by ministry staff.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard with some requirement for speed to meet deadlines.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by public and private sector accounting standards, plans and develops corporate accounting policy, for issues such as tracking asset classes and financing proposals.</p> | G | 190 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Corporate level of responsibility to design and develop corporate accounting guidelines and policies for the province.</p> | H | 73 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to initiate revisions to corporate accounting systems.</p> | E | 33 |

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| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide training to ministry employees on Office of the Comptroller General (OCG) policies. | 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 read financial documents, reports and computer screen to evaluate accounting proposals and issues. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently focus on computer screens or financial material to evaluate accounting proposals. | C | 12 |
| 12 | SURROUNDINGS Exposure to office setting with minimal disagreeable elements. | A | 2 |
| 13 | HAZARDS Limited exposure to hazards from frequent keyboarding to operate a computer. | B | 4 |

Total Points: 955

Level: Range 30