

JOB DESCRIPTION

Benchmark Job #387

Ministry: Finance and Corporate Relations
Branch: Financial Services and Administration
Location: Victoria

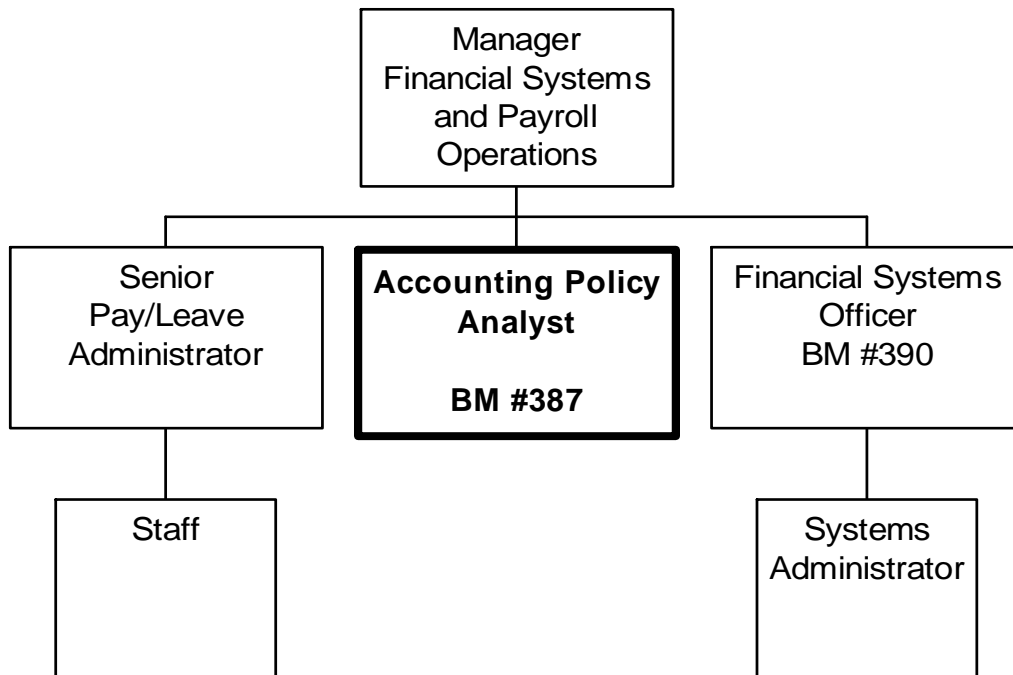
Working Title: **Accounting Policy Analyst**
Level: Range 24
Classification: Financial Officer

PRIMARY FUNCTION

To develop and implement ministry accounting policy, procedures and reporting systems in response to new or emerging accounting issues and analyze business risk to support the ministry and multiple supported entities, such as board and agencies.

JOB DUTIES AND TASKS

1. Develops and implements ministry accounting policy and procedures in response to central agency-initiated accounting policy such as accounting for capital assets and capital budgeting, or financial management initiatives undertaken by the branch, ministry or government such as business planning and reporting and benchmarking initiative
 - a. compiles and summarizes external information related to new or emerging accounting issues including searching the internet, reviewing the Canadian Institute of Chartered Accountants' (CICA) Handbook and Revenue Canada's bulletins, policies and procedures
 - b. recommends, to the Manager, procedures in response to new accounting initiatives
 - c. identifies implications of new or amended government financial policies or directives by reviewing and interpreting financial legislation and other financial documents
 - d. consults with program staff to ensure business needs and risks are identified and to gain consensus on proposed accounting policies and procedures
 - e. writes ministry policies and procedures, incorporating operational requirements and anticipated implications and discusses with central agencies
 - f. reviews and recommends enhancements to financial reporting systems and functions that support ministry policies and procedures such as use of electronic forms, signature blocks
 - g. plans the implementation of new policies and procedures such as monthly amortization of journal vouchers
2. Provides accounting and other financial management services advice to ministry clients
 - a. responds to requests for information or interpretation of accounting policies or procedures on tax-related questions
 - b. communicates new policies and procedures to branch and ministry staff through bulletins and intranet connections
 - c. conducts training sessions on new or revised accounting policy or procedures
3. Coordinates fiscal year end and interim accounting and reporting
 - a. ensures balance sheet accounts are accurately reconciled by reviewing balance sheet accounts, assessing unusual balances and resolving with clients
 - b. compiles and reviews other financial information required by the Office of the Comptroller General as part of the fiscal year end process
 - c. reconciles central accounts such as leave liability
4. Performs other related duties
 - a. completes risk analysis and controls reports documenting the overall assessment of financial reporting systems including controls and potential deficiencies to support the assessment
 - b. represents the Ministry on various inter-ministry and intra-ministry committees, project teams, meetings and work groups such as Shared Services and Program Transfers
 - c. coordinates ministry responses and branch and program follow-up to audit reports prepared by the Office of the Auditor General or Internal Audit Branch, OCG or to other government initiatives.



REASON FOR CLASSIFICATION

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Job Title: Accounting Policy Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of accounting to analyze and interpret new or emerging accounting issues and develop and implement ministry accounting policies, procedures and reporting systems, including risk and control analyses.</p>	H	280
2	<p>MENTAL DEMANDS Judgement required to modify accounting methods and approaches in response to new or emerging accounting issues to develop ministry accounting policies, procedures and reporting systems.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to gain consensus on accounting policies, procedures and reporting systems with program staff.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard to produce reports with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by accounting principles and standards, develops ministry accounting policies, procedures and reporting systems.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to develop and recommend improvements to ministry-wide accounting policies, procedures and reporting systems.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control financial ministry accounting processes through the development of procedures that ensure the quality of financial information against accounting standards.</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 on new or revised accounting policy or procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible 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 and reports and view computer screens.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screens to enter financial data and to produce reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Minimal exposure to hazards from frequent keyboarding.	B	4

Total Points: 835

Level: Range 24