

JOB DESCRIPTION

Benchmark Job #134

Ministry:	Environment Lands and Parks	Working Title:	Regional Finance & Administration Officer
Branch:	Finance and Administration Section	Level:	Range 18
Location:	Nanaimo	Classification	Financial Officer

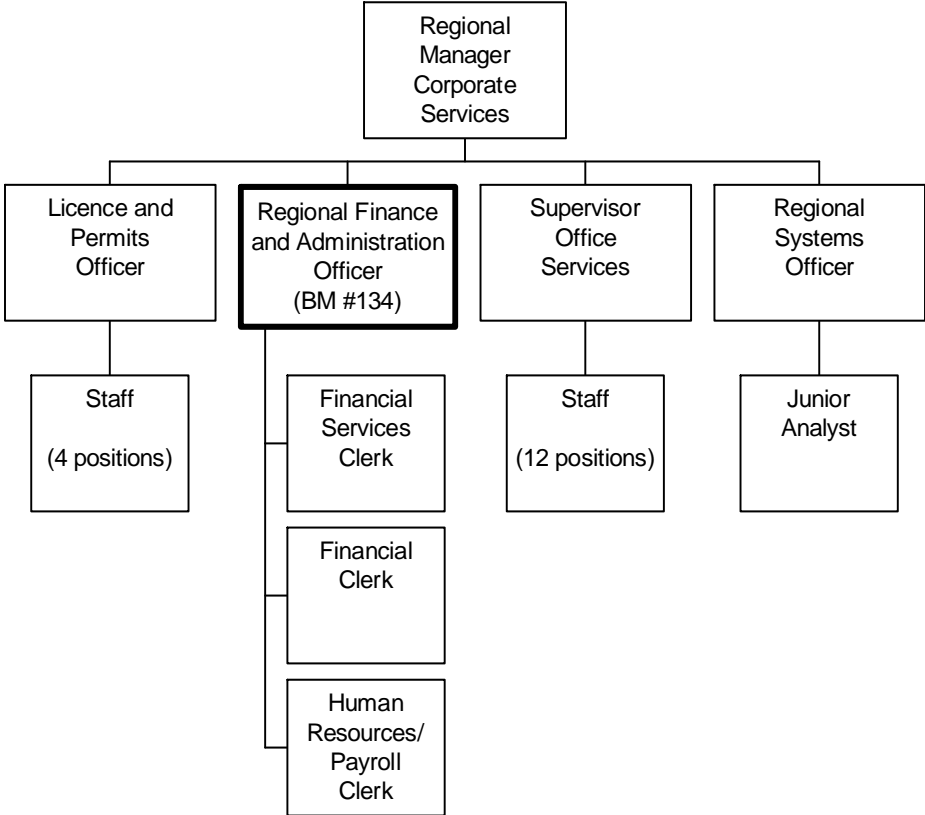
PRIMARY FUNCTION

To supervise financial and administrative services, including personnel/payroll, purchasing and contract administration for several regional programs.

JOB DUTIES AND TASKS

1. Analyzes budget proposals for several regional programs
 - a. analyzes and develops budget forecasts and annual regional budget submissions in consultation with regional managers and recommends to the supervisor
 - b. recommends the reallocation of funds between programs including the acceptance, denial or modification of spending proposals and communicates allocation decisions to regional managers
 - c. advises management on budget processes and systems and recommends changes to systems to ensure compliance
 - d. reconciles budget expenditures and forecasts
 - e. prepares monthly budget and variance reports for regional programs
 - f. submits budget transfer requests and validates inter-/intra-Ministry journal vouchers
 - g. validates financial transactions, relating to the regional budget, prepared by staff
2. Oversees regional accounting operations for expenditure control, commitment recording and accounts payable
 - a. monitors data entry of budget adjustments into computer systems, ensuring accuracy and regional deadlines are met
 - b. maintains and updates information on expense authorities in the Expense Authorities Matrix
 - c. exercises expense authority for goods and services, petty cash, VISA card and vehicle credit card
 - d. monitors controls and audits petty cash funds for five district offices and one regional office
 - e. advises regional managers on payment/non-payment of accounts and resolves payment problems
 - f. identifies areas where policies, procedures and systems require improvements such as procedures for the VISA pilot and other financial procedures
 - g. compiles and analyzes FTE reports and advises regional managers of variances
3. Provides administrative support to regional staff
 - a. establishes and implements office procedures and filing systems, including for personnel and contract files
 - b. responds to inquiries on established interpretation of the Master and Component Collective Agreements
 - c. supervises processing of bi-weekly payroll information and advises staff on such issues as benefits and leave management
 - d. reviews contract proposals and awards for compliance with policies, procedures and accepted practices, coordinates contract approval processes and documents processes
 - e. drives to regional locations to attend meetings and resolve regional financial issues
4. Ensures administration, safekeeping and accounting of assets
 - a. establishes and maintains procedures for the receipt, transfer and disposal of regional assets
 - b. communicates purchasing and contract policies and procedures to regional staff
 - c. liaises with ministry staff, Purchasing Commission and others on the acquisition of supplies and equipment
 - d. updates vehicle plans and obtains replacement vehicles
 - e. ensures regular maintenance and documentation is performed on the regional vehicle fleet of 40 vehicles
 - f. arranges for licensing of new equipment and supervises physical verification procedures
5. Supervises section staff (3 FTEs)
 - a. supervises section staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance

ORGANIZATION CHART
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Note: There are 5 district offices in the region with a total regional staff of 120.

REASON FOR CLASSIFICATION

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Job Title: Regional Finance and Administrative Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of accounting and business administration to supervise regional financial and administrative services for several regional programs.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of regional financial and administrative documents and issues and choose an approach using a combination of accepted accounting, budgeting and administrative procedures to prepare budget forecasts and submissions and supervise and maintain financial and administrative services for several regional programs.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems with staff and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a light vehicle to regional locations.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by financial policies and procedures, applies accepted work methods in a different way to develop and recommend regional budget submissions to the supervisor and supervise financial and administrative services for several regional programs.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to perform financial analysis of regional budgets, consolidate budget submissions from several regional programs into a proposed regional budget and recommend proposed budget to Regional Manager.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by ensuring regular maintenance is carried out on regional vehicle fleet of 40 vehicles.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive a vehicle to regional offices.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually focus on computer screen and financial documents to monitor and reconcile budget expenditures.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and financial documents to monitor and reconcile budget expenditures.	C	12
12	SURROUNDINGS Exposure to occasional overnight travel to attend meetings and resolve regional financial issues.	A	2
13	HAZARDS Limited exposure to hazards from regularly driving to regional locations.	B	4

Total Points: 700.5

Level: Range 18