

Position: **Benchmark Job #386**

Ministry: Finance and Corporate Relations

Working Title: **Corporate Accounting Policy Analyst**

Branch: Accounting Policy, Research and Development (OCG)

Level: Range 30

Location: Victoria

NOC Code:

## PRIMARY FUNCTION

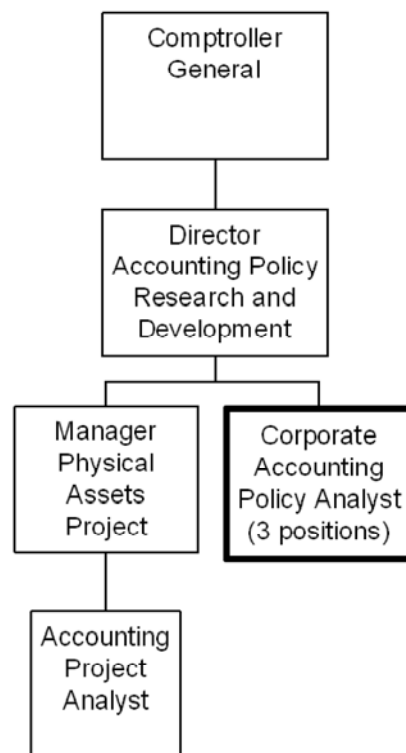
To plan, develop, research and recommend accounting policies and procedures.

## JOB DUTIES AND TASKS

1. 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
2. Develops and recommends new and improved accounting policies and procedures 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 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

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of accounting policy and controls to plan, research and develop corporate accounting policies and provide authoritative advice to program staff.</p>	I	305
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement required to evaluate the effectiveness of corporate accounting policies and develop proposals for improvements.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>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><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some coordination and dexterity required to use a keyboard with minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Corporate level of responsibility to design and develop corporate accounting guidelines and policies for the province.</p>	H	73

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to initiate revisions to corporate accounting systems.	E	33
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide training to ministry employees on Office of the Comptroller General (OCG) policies.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read financial documents, reports and computer screen to evaluate accounting proposals and issues.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus on computer screens or financial material to evaluate accounting proposals.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding to operate a computer.	B	4

Total Points: 950

Level: Range 30