



JOB PROFILES:

Job-specific profiles will be used for posting inventory opportunities. A job profile typically includes the position title, overview description of the role, list of accountabilities and list of job requirements including education, experience, knowledge, skills, abilities and competencies. Inventory job types include, but are not limited to:

TITLE: FINANCE OFFICER – GENERAL

CLASSIFICATION: FINANCIAL OFFICER 18

Example: To provide financial services to multiple programs, projects and/or business lines including (but not limited to), budgets; managing processing of all program expenditures and contract disbursements, managing the collection and compilation of information to produce financial reports; analyzing compliance with corporate financial management requirements; implementing new policies and procedures; providing advisory services in the development and monitoring of accounting frameworks; integrating the reporting of financial and operational results; proactively identifies gaps in information needs, and creates and develops reports to inform decision making by management; processing of all expenditure, revenue and general ledger transactions in accordance with statutory and central agency requirements.

TITLE: FINANCE OFFICER – TAX

CLASSIFICATION: FINANCIAL OFFICER 18

Example: To plan and conduct desk audits on taxpayers for tax programs to ensure completeness and accuracy of tax revenues or to audit refund claims from taxpayers to assess eligibility; to ensure compliance with tax statutes, and assess taxes, penalties and interest as a result of desk audit findings; to provide explanations to taxpayers regarding their rights and responsibilities and explain tax assessments and penalties issued or refund decisions; compiles detailed evidence to support audit or refund findings; provides client education.

TITLE: FINANCE OFFICER –COLLECTIONS

CLASSIFICATION: FINANCIAL OFFICER 18

Example: Responsible for analyzing and collecting delinquent tax accounts, carrying out investigations of tax debtors and their assets to maximize the collection of overdue taxes, approving payment proposals and advancing provincial priorities as outlined in various tax acts as well as related federal and provincial legislation.

TITLE: FINANCE OFFICER – SUPERVISORY

CLASSIFICATION: FINANCIAL OFFICER 18

Example: Usually specialized in either accounts payable or receivable and has primary responsibility for this financial area on behalf of the ministry; supervises the Ministry’s accounting systems (accounts payable/accounts receivable); develops, implements and maintains ministry specific account processing procedures; ensures the integrity and maintenance of related financial records; develops and delivers training sessions on a range of procedures for ministry staff, ensures all information is accurate and up-to-date; interprets and provides advice on the application of financial policies and procedures; provides direction on resolution of escalated non-routine and contentious issues; supervises staff including assignment of work, development and evaluation of performance plans and approval of leave.

JOB REQUIREMENTS:

Criteria for Preliminary Screening:

Education Requirements	Experience Requirement
<i>Completion of a Diploma or Degree in the field of Financial Management or Accounting</i>	<i>and a minimum of 2 years related* experience</i>
OR	
<i>Completion of a Business Administration Diploma or Degree with an accounting option</i>	<i>and a minimum of 2 years related* experience</i>
OR	
<i>Completion of Level 2 (or higher) of Chartered Professional Accountant program (CPA) or legacy (CA, CGA, CMA) program</i>	<i>and a minimum of 2 years related* experience</i>
OR	
<i>Completion of Level 2 (or higher) of the Province of British Columbia Financial Management Certificate Program</i>	<i>and a minimum of 2 years related* experience</i>
OR	
<i>Completion of post-secondary studies that include financial or accounting courses</i>	<i>and a minimum of 3 years related* experience</i>
OR	
<i>Completion of Secondary School or equivalent</i>	<i>and a minimum of 5 years of related* experience</i>

Related experience may include one or more of the following areas:

Type of Experience	Summary
Expenditure and budgetary analysis	Experience preparing, developing, and monitoring budgets, supporting budget evaluation processes or contributing to the development of financial statements and reports. This may also include the development and monitoring of annual budgets
Auditing and reporting	Experience auditing financial transactions and records and/or tax filings, analysing financial data and producing complex reports using various financial systems, databases, and reporting tools
Revenue management	Experience establishing and maintaining procedures and controls for the identification, claiming, collection, and recording of revenues and public money.
Contract Management	Experience implementing financial controls and working with financial systems to support procurement/ contract management processes. This may include experience supporting financial risk assessments

Type of Experience	Summary
Public facing role in a financial environment	Experience providing customer service in a public facing role liaising with clients or other stakeholders to support financial related activities; this may include issues management in a financial environment or providing financial advice in a customer service role
Financial Policy	Experience interpreting and applying legislation, regulations and/or policies in a financial environment
Tax Administration	Experience with tax policy/administration or tax preparation
Accounting	Experience producing complex reports, accounting records, and/or financial statement. This includes experience with Generally Accepted Accounting Principles (GAAP)
Financial Research and Analysis	Experience analyzing, verifying, and evaluating financial information. This may include conducting research and analysis of financial policy or legislation
Collections	Experience in the collection and recovery of insufficient payments and/ or debt. This may include working with regulations and/or policies relating to debt collection and interpreting financial information
Processing and analysis of pay, leave, benefits	Experience analysing and processing pay, leave, benefits and FTE data using large integrated systems (e.g. PeopleSoft)
Supervising staff in the area of financial services	Experience providing supervision in a team environment where financial services are provided
Financial Systems	Experience using government accounting systems including the Corporate Financial System; the Budget Chart of Accounts (BCOA); and PeopleSoft

Inventory applicants who demonstrate the above criteria will be assessed on their proficiency with Microsoft Excel.

Defined education, training, experience, knowledge, skills and abilities will be required for specific jobs.

Applicants may be assessed on any of the BC Public Service competencies:

<http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/career-development/competencies-in-the-bc-public-service/list>

INVENTORY CATEGORIES:

1. *Financial Officer - General*
2. *Financial Officer - Tax*
3. *Financial Officer - Collections*
4. *Financial Officer - Supervisory*

The wide variety of finance job types will align with one primary inventory category and may align with secondary categories. The job-specific profile is the information source to determine category alignment.