



### Position Summary

*Reporting to the Principal Director, Financial Services, this position manages the day-to-day financial and administrative operations for the Legislative Assembly Service, including general administration, finance, procurement, and asset administration. The position also provides financial support and advice to the Officers of the Legislative Assembly and their staff.*

### Primary Responsibilities

- *Manages the day-to-day financial and administrative operations for the Legislative Assembly Service (LAS) including procurement, capital asset management, expenditure control, accounts payable, revenue, internal and external reporting; ensuring that appropriate internal controls and financial policies are adhered to.*
- *Manages the monthly expenditure forecast process and monitors program trends through the forecast. Provides financial expertise and advice to the Principal Director, Financial Services regarding options for reducing or increasing expenditures, including a thorough analysis of financial, program, operational financing and staffing impacts and the implications of each action. Develops financial reports and documents to be submitted to Executive and the Board of Internal Economy, ensuring transparency and accountability exist for the expenditure of public funds.*
- *Under the guidance of the Principal Director, Financial Services, plans, develops, and manages the annual LAS budget development process and submission to the Board of Internal Economy, ensuring that the strategic plan is appropriately reflected and integrated. Assists with preparing the budget document, including developing options to achieve financial objectives; preparing documents for Treasury Board so that it can be presented in the annual Estimates document.*
- *Under the guidance of the Principal Director, Financial Services, leads the LAS Financial Administration Manual policy development process including evaluating and modifying current procedures and recommending where new policies are required. Monitors policy application and identify issues and trends related to expense payments, procurement and asset management processes and propose resolutions.*
- *Coordinates the year end accounting process; preparation of Public Accounts statements and schedules; and responds to auditors during the annual audit for the LAS and Officers of the Legislative Assembly. Working collaboratively with the Principal Director, Financial Services, ensures that all audit recommendations are implemented accurately and in a timely manner. Ensures public financial information is prepared accurately, timely, and in*



## Senior Manager, Financial Services

*accordance with the policies of the Ministry of Finance, the Board of Internal Economy; all regulatory and legal reporting requirements; Canadian public sector accounting and reporting standards including financial statement note disclosure requirements.*

- *Develops and maintains chart of accounts, maintains all ongoing maintenance processes related to the GEM financial system, including changes to chart of accounts, report distribution, security rules, vendor maintenance, assigning and terminating GEM job responsibilities.*
- *Provides financial guidance and advice to Officers of the Legislative Assembly regarding the appropriation control process and accounting policies and procedures. Responsible for the preparation of financial statements for the Officers of the Legislative Assembly.*
- *In the absence of the Principal Director, assumes responsibility and oversight for operations of the Financial Services Branch.*

### Job Knowledge

This position requires theoretical and specialized knowledge of:

- Canadian public sector accounting principles and auditing standards;
- The methodologies of sound financial management and timely distribution of funds;
- The requirements and procedures of Treasury Board, the Board of Internal Economy, the Provincial Comptroller and Provincial Auditor;
- Government finance, budgeting, purchasing, capital asset management, legislative and administrative policies and practices;
- The government financial and budgeting systems (GEM); and
- The overall government environment and legislative environment.

This knowledge would normally be attained through a university degree in Administration or Commerce and completion of a Chartered Professional Accountants (CPA) designation.

**Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.  
A Criminal Record Check is required for this position.**