



Coordinator Financial Management

Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90004707
Position/Classification Title:	Financial Management Coordinator
Pay Grade:	EC 09
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	9/4/2020

JOB INFORMATION

Job/Working Title:	Financial Management Coordinator
Department:	Natural Resources & Renewables
Division/Section:	Regional Services Branch
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Reporting to the Executive Director, Regional Services Branch, Coordinator, Financial Management, is the advisor for the Branch on all aspects of financial matters, accountable for the analysis and advice related to the coordination, implementation and auditing of all Regional Services Branch programs. These responsibilities include the control of assets, budgetary planning, expenditure control, accounting for revenue and operating costs in accordance with Generally Accepted Accounting Principles (GAAP), government policies and procedures.

While designing and developing appropriate applications for the Branch, the incumbent monitors, and recommends adjustments as necessary throughout the year, and for future budgets, for improving the overall financial position throughout the provincial Regional Services Branch province-wide regional office infrastructure system and all associated programs and delivery, including the Divisions of Parks& Outreach, and Fleet & Forest Protection (Aviation, vehicle and equipment fleet, Wildfires, Forest Insects and Diseases, as well as Risk Services). The work extends to ensure accuracy with any related documentation and oversight related to reports, internal and external recoveries, and related financial processes as provided by the five (5) Financial Services Officers (FSO 1) working for Branch Directors.

The Coordinator works closely with the Manager, Financial Advisory Services regarding reports, commitments, and collaboration in accordance with Finance & Treasury Board, and with audit requirements. This responsibility includes collaboration on any necessary training and monitoring for Branch financial staff.

KEY RESPONSIBILITIES

-Manage the financial and management accounting functions for the Branch through the administration and oversight of payroll, accounts payable, accounts receivable, procurement, inventory, asset management, budgeting, forecasting and reporting. Accurate and reliable budgeting, as well as forecasting, are essential for the Executive Director's management of approximately 275 permanent and 462 seasonal employee province-wide, while being responsible for delivering 13 broad and diverse programs on behalf of the Department.
-Develops and maintains the financial network between the Branch, other Department branches, Financial Services, and other associated provincial departments or agencies as related to program delivery. Provides advice and recommendations to the Executive Director and the Regional Services Branch Directors through the timely and accurate production of analytical reports and analysis for the purpose of optimizing the efficient and effective use, and deployment, of resources.
-Provide leadership in branch financial risk management activities through the standardizing and advancing consistency of various financial functions, establishing priorities and objectives for the Branch, as well as leading auditing and investigation design, implementation and monitoring. This is accomplished through the evaluation, development, documentation and implementation of financial policies, procedures and processes. This includes liaison and consultation with the Financial and Treasury Board Manager of Financial Advisory Services assigned to the Department and Branch. The incumbent also provides centralized liaison with Payroll Relations on procedures and improvements on branch payroll matters.

-Designs and assists in the implementation of Branch financial systems, including project cost projections and analysis to facilitate critical decision making by the Executive Director, and the Branch Directors. The incumbent is expected to lead the branch financial policy with the Policy, Program and Support Services (PPSS) Branch by providing advice when necessary, as well as the application of Lean Six Sigma principles to financial systems and procedures throughout the branch.
-Liaise, coordinate and collaborate with other Regional Services financial staff by establishing priorities, objectives and deadlines, and monitoring for completeness and accuracy through ongoing reviews and audits. Responsible for monitoring and making recommendation on the Branch vacancy factor, including strategies to manage shortfalls and alternative options for consideration by the Executive Director.
-Responds and produces support assistance documentation for annual Tangible Capital Asset (TCA) submissions, including amortization schedules, as well as Capital Program audit requests, Office of the Auditor General and Internal Audit.
Maintain and promote effective communications and build consensus among all stakeholders through monthly meetings, participation on various committees, and facilitating presentations. Designs, coordinates and, where appropriate, conducts training for branch financial staff and clerks. The incumbent would liaise regularly with management in various sections of the department to develop and implement new initiatives as required.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	Within Government: Contact with other departments of government including Government Accounting Division, Department of Finance and Treasury Board, Executive Directors, management and staff of multiple client departments, and the Office of the Auditor General. Outside Government: The Coordinator will have contact with various suppliers/vendors of Provincial/Federal/Municipal governments as well as contractors, consultants and businesses for government and interdepartmental transactions.
Innovation:	Working within GAAP, the financial policies and practices of the Government of Nova Scotia, the incumbent is regularly required to provide solutions to problems that require an innovative and strategic approach. One example is to make recommendations on the re-allocation of funds to meet changing priorities or unforeseen financial pressures. Another example includes developing new methodologies and/or models to meet operational objectives where no current process exists. The incumbent is regularly required to provide solutions to problems and facilitate efficient interaction with other Branch Director FSO's as required for the Branch and as part of the Department finance issues and priorities.
Decision Making:	The Coordinator decides on the methodology to maximize the accuracy and completeness of financial reports to mitigate the risk of under or overstating expenditures and asset valuation. This incumbent provides policy and resource allocation recommendations based on professional knowledge, in-depth analysis, Department and Government policies, and general executive direction. These recommendations are provided to the relevant stakeholders for consideration. A typical decision the incumbent would refer to the Executive Director for approval would be the overall final budget allocations.
Impact of Results:	Results achieved directly impact the efficiency and effectiveness of Directors and Managers in achieving operational and financial objectives through continuous improvements to processes, methods and policy development. If errors are made in financial reports, forecasts and budgets, information would be misleading and could have a negative impact on operational decisions and fiscal

	targets for both the Department and Provincial government.
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People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	Executive Director, Regional Services Branch Department of Lands & Forestry Job Titles and number of incumbents reporting to this job: (if applicable) n/a *Indirect reports include the five (5) FSO 1 positions in Regional Services that report to Branch Directors.	

LICENSES/CERTIFICATIONS

	Include information not referenced elsewhere in the job description that will further help the reader to understand what is typical of this job.
Data From Conversion:	An accounting designation or enrollment (CA, CMA, CGA, CPA) will be considered an asset. May perform other related duties as assigned.

WORKING CONDITIONS

Physical Effort

Physical Environment

Sensory Attention

Psychological Pressures

Examples/ Additional Information:	
Data From Conversion:	<p>A Physical Environment Minimal. The incumbent is usually located in an office environment, although travel is expected to other offices and worksites province-wide for meetings, reviews, auditing and training.</p> <p>Physical Effort Minimal. Most of the time is spent in an office environment.</p> <p>Sensory Attention Moderate/Considerable. There is regular need to read, produce and analyze a variety of financial and non-financial reports in various mediums.</p> <p>Mental Pressures Moderate/Considerable. There is considerable pressure to meet deadlines and ensure the quantitative and qualitative integrity of information, while at the same time ensuring staff training and developmental needs are met.</p>