

Position Description

Position Information	
Title: Central Bank Financial Officer (F12)	
Department: Manitoba Justice	Division/Branch: Corporate & Strategic Services Division
Purpose: This section describes the reason the position exists in two to three sentences.	
<p>The Central Bank Financial Officer reports to the Senior Financial Analyst, Corporate and Strategic Services Division, consistent with the role and mission of the Department of Justice, government legislation, policies, and procedure.</p> <p>The Department's Comptrollership Plan/Manitoba's Comptrollership Framework supports management in carrying out functions associated with revenue and trust monitoring, controlling, performing accounting transactions, providing recommendations, and implementing processes, providing daily oversight of funds processed, performing reconciliations, responsible for payment card oversight and treasury duties.</p>	
Key Responsibilities: This section describes three to seven of the most important responsibilities of the position.	
<p>This position:</p> <ul style="list-style-type: none"> • Applies operational knowledge of revenue controls (e.g., applies government policies and procedures, GAAP, Payment Card Industry Data Security Standards) to manage the department's resources and safeguarding of public money. • Assists in the development of revenue accounting procedures and provide advice on revenue controls. • Prepares reconciliations on financial control accounts to ensure accurate control and reporting of revenues. • Prepares financial documents within departmental procedures for management review and analysis. • Incorporates financial risk management principles into daily operations. • Controls the divisional payment card inventories. • Responsible for the management of the divisional banking authorities • Supports the audit/review function for the department. 	
Essential Qualifications: This section specifies the education, certification, technical or specialized experience, knowledge and/or skills required to perform the duties of the position.	
<p>The incumbent must possess:</p> <ul style="list-style-type: none"> • A strong working knowledge of Microsoft Office Suite (i.e., Word, Excel and Outlook). • A basic working knowledge of SAP. • An in-depth understanding of and ability to interpret government financial policies and guidelines (e.g. The Financial Administration Manual- FAM) • A desire to work towards a professional accounting designation, or an equivalent combination of accounting/financial experience and training. 	

The successful incumbent also demonstrates the following competencies and skills:

Non-Technical Competencies

Communication

- Strong written and oral communication skills, organizational skills, and sound judgment.
- Communicates professionally regardless of circumstances or situations.
- Conveys ideas, information, written decisions, rationale and directions clearly and concisely.

Interpersonal

- Promotes and maintains respectful work relationships and models organizational values.
- Communicates next steps and describes options for action, with due regard for procedures, policies, and pertinent legislation.

Leadership & Teamwork

- Develops personal contacts and uses established networks to gather information and improve service delivery.
- Works with internal and external partners to enhance service.
- Maintains productivity and cooperative relationships through periods of transition.
- Recommends alternative approaches to facilitate the change process.
- Contributes readily and completely any pertinent information that may improve decision-making.

Critical Thinking:

- Analyzes the situation to determine type of intervention and level of involvement required. Draws conclusions consistent with a reasonable interpretation of available evidence, data, and logical reasoning.
- Assigns priority to concerns considering impacts, urgency, and future consequences.

Technical Competencies

Managing Organizational Resources

- Applies operational knowledge of revenue control to collect and report revenue.
- Assists in the development and/or implementation of organization specific policies, procedures, guidelines and systems for revenue control and collection.
- Provides advice and directives on revenue control to the organization.
- Reviews and analyzes collection activities including receipt of money, reconciliation of revenues.
- Identifies non-compliance with policies and procedures and notifies appropriate authority where necessary. Identifies opportunities to contain costs and achieve savings.
- Maintains a current record of the organization's Banking Authorities and Point of Sale Merchants.

Accounting and Reporting:

- Demonstrates a strong understanding of accounting information systems and financial controls.
- Applies working knowledge and understanding of the legislative framework governing financial reporting (Financial Administration Act [FAA]), knowledge of the Financial Administration Manual (FAM) and the Government of Manitoba Comptrollership Framework.
- Understands and applies generally accepted accounting principles (GAAP).
- Reviews and provides feedback on replacement of/or modifications to existing accounting information systems, business processes, financial controls and identifies risks.
- Recommends or initiates actions to address non-compliance with financial policies and procedures.
- Assists in the compilation of data for the preparation of accurate and complete financial

management and operational reports within the organization's financial reporting framework.

Supports the Audit/review function:

- Promotes cooperation with auditors/reviewers.
- Responds to audit/review queries and informs management of audit/review concerns and issues. Documents information collected during an audit/review.
- Provides basic interpretation on information provided.