

1. Position No. 32062	2. Descriptive Working Title BUDGET FINANCIAL OFFICER		3. Present Classification FO 2
4. Branch Corporate Services	5. Dept/section Finance	6. Work Location Telework Eligible	Date Revised Oct 2018; Feb 2022
7. Position No. of Supervisor 33016	8. Descriptive Work Title of Supervisor Manager, Financial Analysis & Reporting		9. Classification of Supervisor Excluded Management
10. Job Summary:			

The Budget Financial Officer performs reporting and budgeting duties of some complexity and diversity, requiring knowledge and understanding of the practices and processes of accounting. He/She/They prepares and submits federal and provincial claims, updates and maintains the capital forecast, prepares various schedules and report requests, participates in annual reporting and budgeting processes for BC Housing and the Provincial Rental Housing Corporation, and provides advice and assistance to other departments in regards to managing, analysing and verifying financial data. In addition, the position performs systems administration functions for the Finance department and assists in the preparation of BC Housing's and PRHC's monthly, quarterly and annual financial statements.

11. Duties:
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**1. Provides reporting support to Financial Reporting and Budgeting department:**

- Prepares and submits monthly and quarterly federal and provincial claims
- Updates and maintains the quarterly capital forecast for the Capital Plan
- Participates in the preparation of quarterly and annual federal and provincial capital reporting by researching, verifying and updating data in spreadsheets
- Extracts data from the Commission's core systems for creating preliminary financial analysis reports using JDE1, CPS and Webfocus
- Creates and maintains spreadsheets to assist with internal and external analysis and reporting such as expense analysis
- Maintains computer databases including data integrity research, analysis and coordinating system cleanup
- Prepares preliminary financial and cost/benefit analyses of current and anticipated developments, programs and initiatives and their impacts to the Commission's overall financial position
- Provides capital budgeting, forecasting, financial analysis, and reporting advice of a relatively routine nature to the Commission's staff
- Creates and maintains the integrity of various spreadsheets and databases by researching information when requested, ensuring accuracy, and making and communicating changes as required
- Participates in annual reporting and budgeting processes for BC Housing and the Provincial Rental Housing Corporation.

- Provides advice and assistance to other departments in regards to managing, analysing and verifying financial data.
- Participates in working groups and committees as required

**2. Controls access to JDE and provides other support:**

- Monitors and updates BC Housing's financial system (JDEI) security access: reviews and administers approval routes and new user requests; maintains security access profiles by business function and position and posts on internal website.
- Administers BC Housing's financial system (JDE1) expense module: changes approval manager, examines employee profile, etc.
- Assists with JDE1 system updates including entering JDE1 data, creating business units, updating budget manager details, and adding object account codes
- Maintains the Department of Finance internal website including posting Financial metrics and financial information
- Updates and distributes changes to the financial policies and procedures
- Provides expertise in advanced functions of windows-based software programs; creates templates, produces mail merges and reports, formats existing documents

**3. Performs other accounting related duties:**

- Participates in year-end activities: assists the Director of Finance with the preparation of the BCH/PHRC Financial statements, coordinates audit and year end confirmations, etc.

**4. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

**STAFFING CRITERIA**  
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4. Education, Training and Experience		

Diploma in accounting or other relevant field.

Considerable progressive experience working in a computerized financial accounting environment, with budgeting, analysis and reporting using Excel or other databases to extract information.

or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities
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**Core Competencies**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge and understanding of the practices and processes of accounting
  - Considerable knowledge of accounting procedures, internal controls and business practices
  - Considerable knowledge of computerized accounting systems and spreadsheet software (Excel)
  - Excellent oral and written communication skills
  - Excellent computer skills, including Microsoft Office
  - Proficiency with figures and high attention to detail and accuracy
  - Proficiency in developing and maintaining department websites
  - Excellent analytical, investigative and problem-solving skills
  - Excellent time management skills and ability to work under pressure and meet deadlines;
  - Excellent interpersonal and customer service skills
  - Ability to build strong relationships
  - Ability to work with limited supervision
  - Ability to maintain a high level of confidentiality with all information received
  - Ability to exercise good judgement

6. Occupational Certification:
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