



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: ZONE FINANCE OFFICER
Job Code: OPSEU - Financial Officer 1 B/U, 20205
Job ID: 17010

Purpose of Position:

As a member of the Parks Zone management team, under the leadership of the Ontario Parks Business Manager to provide financial support and guidance in the areas of budget, work planning and accounting.

Duties/Responsibilities:

1. Coordinates budget submissions and the annual work planning process for the Parks Zone by:
 - providing written instructions (to zone staff) re: corporate work plan and capital submission guidelines;
 - reviewing workplan and capital submissions against business plan matrix and statistics;
 - costing salaries and benefits (e.g. accounting for merit increases, reclassifications, retroactive payments) and performing detailed cost calculations for direct operating expenses (i.e. computers, equipment, supplies, travel, etc.)
2. Initiates and processes journal entries, work plan input, payroll distribution revisions, distribution sets and in-year adjustments for the Parks Zone. Maintains related documentation, monitors fiscal performance by identifying surpluses and deficits, analyzing and providing variance explanations, recommending options, updating financial matrices and completing summary reports. Communicates all relevant information to Park Superintendents and Zone Manager on an ongoing basis.
3. Prepares Zone budget submission by identifying previous year expenditures, participating in the prioritization of Zone projects, verifying accuracy of program budget submissions, ensuring adherence to established guidelines, balancing to Zone parks program budget and overseeing in-year program reviews (5/7, 8/4). Proposes Zone deadlines to meet corporate and provincial submission dates. Inputs data into a computerized work planning program and prints allocation and expenditure reports.
4. Distributes approved funding to the Parks Zone through budget matrix by establishing expenditure codes for specific projects, verifying allocations to funding request documents, investigating and resolving discrepancies and reporting same to Park Superintendents or Zone Manager as needed.
5. Monitors Parks Zone expenditures and budget information to ensure availability of funds for the purchase of goods and services, identifying and explaining expenditure errors and budget discrepancies and approving, monitoring and correcting expenditures within budget control authority. Forecasts expenditures for year-end summary and prepares associated reports.
6. Prepares monthly financial reports to advise Zone Manager and Park Superintendents of current budget and workplan status e.g. allocation vs. expenditures. Reviews reports for accuracy as to proper project spending and identifies errors where necessary. Initiates journal entries to correct coding discrepancies and errors in ODOE and salary dollars and corrects coding to improper chart of accounts codes e.g. funding source, program funding such as capital base.
7. Oversees Parks Zone IFIS and accounting requirements by advising staff on technical format for IFIS and accounting requirements; running monthly IFIS and GPC reports and bi-weekly payroll reports for distribution to Park Superintendents; preparing and keying requisitions into IFIS system including obtaining and evaluating quotes and creating purchase orders; and receiving goods and services in IFIS to generate payment to vendor and ensure proper cost code usage.
8. The incumbent shall, while in the workplace, conduct themselves in compliance with the Occupational

Health and Safety Act and any workplace practices as directed by their immediate supervisor. The incumbent shall report any hazards of which they are aware to their immediate supervisor.

Knowledge:

- Thorough knowledge of principles, policies and practices as they relate to the financial and administrative support services required to provide effective and efficient support to the Parks Zone
- Knowledge of accounting principles, financial and administrative guidelines and audit techniques for the effective monitoring of the Parks Zone Ontario Parks budget.
- General knowledge of all Ontario Parks programs and understanding of operational aspects of resources management and other ministry programs and operations to facilitate effective and practical administrative control, service, support and advice to management and zone staff.
- Knowledge of service provision agreements and services acquired through Shared Services Bureau.
- Knowledge of purchasing procedures to provide advice and training regarding procurement of goods and services including the policies and procedures related to government purchasing cards and corporate credit cards.
- Knowledge of computer software packages and corporate programs such as IFIS, WIN, Internet and Intranet connections to access electronic copies of government policies, directions and guidelines, to update and produce statistical reports, prepare presentations, letters, memoranda, reports spreadsheets and graphics by merging text and reformatting.
- Job requires knowledge of worker responsibilities as outlined in the Occupational Health and Safety Act.

Staffing and Licensing Requirements:

N/A

Skills:

- Ability to exercise tact, discretion and good judgement while working independently.
- Strong organization skills to work under pressure, prioritizing duties to meet deadlines and handle a heavy volume of work.
- Strong problem-solving and reasoning skills to coordinate and report on the Parks Zones annual expenditures and budget status.
- Excellent oral and written communication skills and analytical skills to explain accounting and financial processes, issues and administrative policies and procedures to staff and management.
- Strong writing skills to present financial data, prepare responses and requests for information.
- Strong interpersonal skills to effectively deal with various levels of internal and external contacts.

Freedom of Action:

Position reports directly to the Business Manager in Ontario Parks Main Office and has an indirect/matrixed reporting relationship to the Zone Manager.

Position works under limited supervision in a team environment, determining own work priorities and those of two unclassified staff members amongst conflicting demands, identifying important issues and ensuring appropriate action is taken in accordance with Ministry directives/guidelines, administrative manuals and established government procedures.

Position works within well-defined and established ministry/government policies and procedures for financial reporting and control of resources, budget and estimates process.

Position requires use of discretion and judgement when releasing information to public and other ministry staff.

Position discusses issues and concerns and seeks guidance and advice from the Business Manager and the Parks Zone Manager on an as needed basis.