

## CAREER OPPORTUNITY

Budget & Reporting Officer  
Corporate Finance  
Corporate Services Division

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Full Time, Permanent  
Financial Officer 21  
Annual Salary Range: \$69,760.70 - \$79,322.69

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The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. Since its inception the museum has changed and evolved alongside the rest of the province. Today's RBCM is committed to creating community connections, gathering spaces and educational programs, and to providing opportunities for critical thinking, self-reflection, and thought-provoking experiences to people across BC and around the world.

The archives were founded in 1894 and in 2003, both organizations joined together to become BC's combined provincial museum and archives, with its purpose being to broaden the understanding about our province. We are passionate about inspiring curiosity and wonder, while sharing BC's story with millions of visitors who walk through our doors and explore our website each year.

IMAX® Victoria is also part of the RBCM and provides incredible immersive cinematic experiences and work in tandem to deliver inspiring educational and entertaining experiences.

The RBCM, is updating not only the facilities and infrastructure, it is creating a new Collections and Research Building in Colwood, BC. It is an exciting time to join the museum team as we rethink and modernize our methods and processes, and welcome the perspectives and stories of all British Columbians.

The Corporate Finance Department is accountable for ensuring the Royal BC Museum is able to achieve its mandate and business priorities in a sustained, self-sufficient and professional manner and for the provision of a full range of comprehensive financial services. The department operates under Public Sector Accounting Standards (PSAB), the *Financial Administration Act*, and the *Budget Transparency and Accountability Act*. The Department is accountable for instituting effective financial and operational controls to ensure financial integrity and maximum returns to the Royal BC Museum.

Under the general direction of the Accounting and Budget Manager, the Budget & Reporting Officer is responsible for providing budget monitoring, revenue and expenditure forecasting, financial reporting and general accounting functions. This position is also responsible for providing statistical reporting and analysis, in-house expertise on financial policies and procedures, including support in preparation for audits.

We are looking for an experienced financial professional to join our Corporate Finance Team. Ideally, you hold 5 years' experience in a computerized financial environment with intermediate Microsoft Excel ability, and level 3 Financial Management Certificate Program or equivalent. The Budget and Reporting Officer will have 3 or more years of experience with reconciling accounts, preparing internal and external financial reports and forecasts, application of general finance and administration policy and procedure, and schedule preparation for external and internal audits. A professional accounting designation such as your CPA, and experience with Great Plains would be a definite asset for this role. If this sounds like the next career choice for you, we encourage you to review the job profile in detail. If you meet the criteria, we invite you to apply and contribute your expertise to our dynamic team.

**Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.**

**An eligibility list may be established for future temporary and/or permanent vacancies.**

#### **How to Apply:**

Your application must clearly demonstrate how you meet the job requirements listed with the job profile.

**Please submit your resume in pdf format by May 13, 2024 at 11:59 pm (PST) with the following subject line: Last Name, First Name, RB2024-18 via email to:**

[RBCMapapplications@royalbcmuseum.bc.ca](mailto:RBCMapapplications@royalbcmuseum.bc.ca)

#### **Additional Information:**

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) person seeking work or already employed in the BC Public Service. For guidance on applying and/or preparing for an interview, please contact [IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or call #778-405-3452.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen Peoples (Songhees and Esquimalt Nations), we are proud to welcome 800,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People and Development of any accommodations required to assist you to ensure equitable participation in this hiring process.

## **JOB PROFILE**

Position #53351

**TITLE: BUDGET AND REPORTING OFFICER**

**CLASSIFICATION: FINANCIAL OFFICER 21**

**SUPERVISOR TITLE: ACCOUNTING AND BUDGET MANAGER**

**SUPERVISOR POSITION #: 136565**

**DEPARTMENT: CORPORATE FINANCE**

### **CONTEXT**

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Esquimalt First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing re-imagination. Re-imagination is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders.
- being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

## JOB OVERVIEW

The Budget & Reporting Officer reports to the Accounting and Budget Manager and is responsible for providing budget monitoring, revenue and expenditure forecasting, financial reporting and general accounting functions. This position is also responsible for providing statistical reporting and analysis, in-house expertise on financial policies and procedures, including support in preparation for audits.

## ACCOUNTABILITIES

1. Implements the operating, and revenue budget development and approval processes:
  - a. Assists management and staff in developing, organizing, implementing and maintaining sound budget controls;
  - b. Communicates budget policies and procedures and provides advice to staff on budget issues;
  - c. Assists in the preparation of the Royal BC Museum's Annual Business Plan by providing reports and statistics on spending and revenue;
  - d. Compiles calendarized budget information to assist in budget management and control, and the Annual Service Plan;
  - e. Updates and maintains detailed budget information in the financial management system;
  - f. Annualizes and accrues multi-year projects and initiatives and allocates resources for budget planning and forecasts; and
  - g. Acts as a primary resource in day-to-day management of budget issues.
2. Provides accurate and timely financial / statistical reporting functions:
  - a. Compiles information to support the financial statements for Annual and Public reporting;
  - b. Builds, maintains and prepares monthly financial management reports using reporting tools;
  - c. Prepares and presents accurate and timely financial status reports to Executive and Board of Directors;
  - d. Assists with the preparation of monthly and quarterly financial forecasts;
  - e. Maintains the Chart of Accounts, vendor set up, special ledgers and records;
  - f. Completes a variety of statistical surveys relating to the corporation's revenues, capital, and expenditures for Statistics Canada;
  - g. Coordinates and prepares detailed financial reports for submission to Federal Government agencies on grant and special project expenditures;
  - h. Compiles detailed statistical information on the corporation's general admission and special exhibit attendance, for management and for external reporting; and
  - i. Generates ad-hoc and special statistical reports
3. Monitors operating expenditures and revenues and performs analyses:
  - a. Preparation, monitoring and auditing of financial forecasts to provide Department Heads and the Executive with timely and accurate status updates for budget management, decision-making and multi-year planning;
  - b. Monitors, analyzes and reports expenditures, revenues, recoveries and program information;
  - c. Identifies and investigates significant variances and prepares explanations for management discussion;
  - d. Reconciles the General Ledger to sub-modules; investigates and resolves any discrepancies;
  - e. Develops and communicates the expenditure analysis and reporting infrastructure including internal operating procedures, formats, and standards and financial controls for financial operations;
  - f. Monitors fiscal year-end expenditure reporting to ensure accuracy and completeness and support to branches;
  - g. Prepares forecasts and analyses for Executive and others as required
4. Performs other related duties as required:

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Job Family:

Job Stream: n/a

PSA Approved Date:

- a. Prepares GST and PST remittances;
- b. Prepares Donation Tax Receipts for restricted and unrestricted cash donations, gifts-in-kind, and for artifacts donated to the Museum's Collection;
- c. Prepares working papers for annual external audit as well as other audit support as required;
- d. Explains policies and procedures to staff and clients;
- e. Prepares ad hoc journal entries;
- f. Participates in special projects designed to review financial systems and practices;
- g. Provides financial expertise on various committees; and
- h. Provides backup for all other positions within the Finance & Procurement department

## **JOB REQUIREMENTS**

### **Education and Experience:**

- 5 years' experience in a computerized financial environment including intermediate Microsoft Excel
- Level 3 of the Financial Management Certificate Program (or equivalent)
- 3 years' experience in reconciling accounts
- 3 years' experience preparing internal and external financial reports, including forecasts
- 3 years' experience with application of general finance and administration policies and procedures (interpreting financial policies and procedures)
- 3 years' experience in preparing financial schedules for external and internal audits

### **Preference may be given to applicants with one or more of the following:**

- Professional accounting designation (CPA)
- Experience using Microsoft Dynamics GP (Great Plains)

### **PROVISO:**

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

### **Knowledge, Skills and Abilities:**

- Knowledge of Canadian Generally Accepted Accounting Principles and accrual accounting
- Knowledge of sub-ledgers and suspense accounts
- Knowledge of Government financial policies in order to ensure corporate compliance
- Working knowledge of electronic commerce and banking applications
- Ability to use spreadsheet & word processing software (Excel & Word) in a Windows environment
- Ability to provide advice and make recommendations while using tact and good judgment on complex and sensitive financial issues
- Ability to maintain effective client services and financial control
- Ability to resolve operating/accounting problems
- Ability to interpret financial legislation and recommendations
- Able to provide recommendations on efficient financial operations and streamlining processes

Job Family:

Job Stream: n/a

PSA Approved Date:

- Excellent organizational skills
- Excellent verbal and written communication skills

## BEHAVIOURAL COMPETENCIES

- **Service Orientation** - implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Results Orientation** - is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.
- **Teamwork and Cooperation** - is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational skills.
- **Listening, Understanding and Responding** - is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Flexibility** - is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Analytical Thinking** - is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues.
- **Problem Solving / Judgment** - is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Partners with Stakeholders** - is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Planning, Organizing and Coordinating** – involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Job Family:

Job Stream: n/a

PSA Approved Date: