

CAREER OPPORTUNITY

Financial Analyst, Financial Officer 14
Salary: \$44,113 – \$50,053 per annum
Royal BC Museum, Victoria, British Columbia

The **Royal British Columbia Museum** is one of Canada's greatest cultural treasures. Our collections, research, presentations and programs enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. Everyone who works, volunteers and supports the Museum – locally, across Canada, and internationally, is passionate about the importance of the cultural and natural heritage we look after.

We are seeking to fill the Financial Analyst position in the Corporate Finance Department within the Executive Finance division. The position is a member of a team, reporting to the Head of Corporate Finance.

The position is responsible for daily financial and contract administration. This responsibility includes accounts payable invoice entry, weekly cheque runs, banking and corporate bank reconciliation. The incumbent administers the corporate VISA program, prepares accounts receivable invoices, accounts receivable payment processing and monitors accounts receivable balances. Additionally, the Financial Analyst provides contract administration and support as required in preparation for audits.

The ideal candidate will have supplemented their high school graduation with coursework in contract management, procurement and accounting. You will have experience working in a computerized financial environment, preferably with Microsoft Great Plains software. You have experience reconciling accounts, and processing invoices, receivables and payments; and experience preparing financial schedules for external and internal audits. You have sound knowledge of Generally Acceptable Accounting Principles and Province of BC procurement guidelines. As a key member of a team, you demonstrate respect and collaboration to ensure things get done.

We offer a very attractive compensation package, which includes a competitive salary, excellent benefits, a fabulous location and the chance to work in an organization passionate about preserving, protecting and sharing the wonders of the human, natural and archival history of BC.

This position requires Criminal Records Checks and all applicants must be legally entitled to work in Canada (Canadian Citizen or have Permanent Resident Status).

We are accepting applications for this opportunity until **midnight, July 17, 2015**. Applicants must complete the Screening Questionnaire and submit it with a resume and cover letter to be considered for this opportunity. The job description, selection criteria and screening questionnaire, can be found at [Employment | Royal BC Museum](#)

Please submit your application to the Human Resources branch quoting Competition RB2015:16 via email to: humanresources@royalbcmuseum.bc.ca



Screening Questionnaire

Financial Analyst, Financial Officer 14
Competition Number: RB2015:16
Royal British Columbia Museum

Please complete the following Questionnaire and include it in your application package, along with a resume and cover letter. Please quote the competition number.

In each area, you are required to provide the name and contact information of someone who can verify this information. Additional pages are permitted for each response, if required.

Applicants who pass the screening exercise will be invited to attend the next phase of the assessment process.

You are required to submit your package, ***in PDF format*** by

Midnight July 17, 2015 to:

Colleen Calverley
HR Technician, Human Resource Services
2nd Floor, 675 Belleville Street
Victoria BC V8W 9W2
Email: HumanResources@royalbcmuseum.bc.ca

Screening Questionnaire

Financial Analyst, CLR14

| | |
|----------|--|
| Name: | |
| Address: | |
| Phone: | |
| Email: | |

Screening Questionnaire

Criteria # 1

Coursework or experience in contract management, procurement AND accounting.

Please indicate how you acquired the necessary experience in contract management, procurement and accounting. Please identify the extent of experience (ie, years/months) and level of responsibility in each area. If your experience was gained through or supplemented with coursework, please indicate the level and duration of training.

Name of Reference: _____

Reference Contact Info: _____

Screening Questionnaire

Criteria # 2

Experience in a computerized financial environment.

Please indicate how and where you worked in a computerized financial environment. Please include information regarding the financial systems/databases you used and your level of proficiency.

Name of Reference: _____

Reference Contact Info: _____

Screening Questionnaire

Criteria # 3

Experience in Reconciling Accounts

Please outline your work, training or volunteer experience in the reconciliation of accounts.

Name of Reference: _____

Reference Contact Info: _____

Screening Questionnaire

Criteria # 4

Experience with Reviewing and Processing Invoices, Receivables and Payment

Please outline where you acquired the above experiences, including the role you performed in each area.

Name of Reference: _____

Reference Contact Info: _____

Screening Questionnaire

Criteria # 5

Experience Preparing Financial Schedules for External and Internal Audits

Please outline where you acquired the above experiences, including the role you performed, the frequency and your level of expertise.

Name of Reference: _____

Reference Contact Info: _____

Preferred Criteria (not considered a mandatory requirement)

Screening Questionnaire

Criteria # 6

Training in Microsoft Great Plains Financial System

Please outline any training or experience with Great Plains.

Name of Reference: _____

Reference Contact Info: _____



POSITION DESCRIPTION

Royal BC Museum

| | | | |
|------------------------------|------------------------------------------|---------------------|-------|
| POSITION TITLE: | Financial Analyst | POSITION NUMBER(S): | 47180 |
| DIVISION: | Business Development & Corporate Finance | | |
| DEPARTMENT: | Finance & Procurement | UNIT | |
| SUPERVISOR'S TITLE: | Head of Finance & Procurement | POSITION NUMBER | 79148 |
| SUPERVISOR'S CLASSIFICATION: | Business Leadership | PHONE NUMBER: | |
| FOR AGENCY USE ONLY | | NOC CODE: | |
| APPROVED CLASSIFICATION: | Financial Officer 14 | CLASS CODE: | |
| ENTERED BY: | | PHONE NUMBER: | |

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's greatest cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over 10 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 and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

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.

PURPOSE OF POSITION

The Financial Analyst reports to the Head of Corporate Finance and is responsible for daily financial and contract administration. This responsibility includes accounts payable invoice entry, weekly cheque runs, banking and corporate bank reconciliation. The incumbent administers the corporate VISA program, prepares accounts receivable invoices, accounts receivable payment processing and monitors accounts receivable balances. Additionally, the Financial Analyst provides contract administration and support as required in preparation for audits.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Cash Management and Corporate Banking:
 - a. ensures proper recording of cash related transactions in the financial management system including daily admission sales;
 - b. prepares corporate cheques and monitors cash balances and actions transfers as necessary to ensure sufficient funds are available to meet expenditure obligations;
 - c. prepares wire payments and transfers using on-line banking system
 - d. records electronic deposits in financial accounting system;
 - e. prepares monthly bank account reconciliations;
 - f. monitors foreign exchange rates, and posts exchange gains/losses as required;
 - g. prepares weekly bank deposits (non-cash) and records in the financial accounting system;
 - h. monitors bank statements including income, expenditure and investment transactions for accuracy; and
 - i. contacts financial institutions regarding bank or deposit errors and ensures corrections.
2. Accounts Payable:
 - a. Records payable invoices (including VISA charges) in the financial accounting system, including recording of invoices against contracts and purchase orders as necessary ensuring invoices (including VISA charges) have been approved by appropriate spending authorities, comply with RBCM policies and purchase orders/contracts, and are coded correctly;
 - b. Prepares weekly cheque runs;
 - c. Ensures the accounts payable sub-ledger balances to the general ledger on a weekly basis;
 - d. Administers VISA program including addition/removal of authorized users, distribution of monthly statements, maintenance of list of active cards, and preparation of internal user agreements; and
 - e. Ensures all documents are filed in accordance with ARCS.
3. Accounts Receivable:
 - a. prepares monthly invoices for all outstanding accounts;
 - b. understands and applies sales tax charges as appropriate;
 - c. Ensures the accounts receivable sub-ledger balances to the general ledger on a weekly basis;
 - d. monitors all outstanding receivables and sends out overdue notices as required; and
 - e. follows up with collection on overdue receivables as necessary and recommends write-off to Manager of Finance if appropriate.
4. Contract Management:
 - a. provides guidance and advice to program areas in the development of contracts to ensure compliance with contract management policies and procedures while ensuring limited risk to the corporation;
 - b. liaises with legal services for all non-standard contracts/agreements and clauses;
 - c. analyzes and makes recommendations for contract procedure changes based on industry standards; and
 - d. prepares contracts and purchase orders and ensures appropriate documentation for all contracts is maintained and current, including accurate listing of outstanding contracts/purchase orders and balances remaining.
5. Other Related Duties:
 - a. prepares working papers for annual external audit as well as other audit support as required;
 - b. explains policies and procedures to staff and clients;
 - c. prepares ad hoc journal entries;
 - d. distributes and reconciles petty cash box; and
 - e. collects and distributes finance mail on a daily basis.

FINANCIAL RESPONSIBILITY

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Job Description – Financial Analyst

| Role | # of Regular FTE's | # of Auxiliary FTE's |
|--------------------------------------------------|--------------------|----------------------|
| Directly supervises staff | | |
| Supervises staff through subordinate supervisors | | |

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

| Role | # of FTE's | Role | # of FTE's |
|------------------------------------------------------------|------------|---------------------------------------------------------------------------|------------|
| Supervises students or volunteers <input type="checkbox"/> | | Provides formal training to other staff <input type="checkbox"/> | |
| Lead project teams <input type="checkbox"/> | | Assigns, monitors and examines the work of staff <input type="checkbox"/> | |

TOOLS / EQUIPMENT

Operates in a standard office computer environment using MS Office.
 Required to use the following software programs: Great Plans financial software, ATMS POS software

WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

INCUMBENT

| | | |
|-------|-------|-------------------------------------------------|
| NAME: | DATE: | I have read and understand this job description |
|-------|-------|-------------------------------------------------|

EXCLUDED MANAGER AUTHORIZATION

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| I confirm that: <ol style="list-style-type: none"> the accountabilities / deliverables were assigned to this position effective: (Date). the information in this position description reflects the actual work performed. a copy has / will be provided to the incumbent(s). | | |
| NAME: | SIGNATURE: | DATE: |

SELECTION CRITERIA

Experience, Education and Training Requirements

- Coursework or experience in contract management, procurement and accounting
- Experience in a computerized financial environment, preferably using Microsoft Great Plains software
- Experience reconciling accounts
- Experience with reviewing and processing invoices, receivables and payments
- Experience with preparing financial schedules for external and internal audits

Essential Knowledge

- Knowledge of Canadian Generally Accepted Accounting Principles
- Knowledge of sub-ledgers and clearing accounts
- Knowledge of standard financial policies in order to ensure corporate compliance
- Knowledge of Province of BC procurement guidelines
- Working knowledge of electronic commerce and banking applications

Essential Skills

- Excellent communication skills (written and oral) with all levels of the organization
- Demonstrated ability to plan and organize workload effectively and independently
- Problem-solving skills: perform audits of financial system uploads/downloads, overdue invoices, unreconciled transactions
- Ability to reconcile bank statements to financial system reports
- Computing accurately a variety of mathematical problems
- Ability to perform well under pressure within tight deadlines

Behavioural Competencies

- Teamwork & Cooperation
- Results Orientation
- Service Orientation