



**Position Profile**  
**Financial Analyst**  
**Corporate Services and Elections Finance**  
**Elections Saskatchewan**

**Background**

The Office of the Chief Electoral Officer (Elections Saskatchewan) is an independent, non-partisan agency of the Legislative Assembly charged with the mandate of directing and supervising the administrative and financial conduct of provincial electoral events. The position of Financial Analyst is a key member of the finance team and works directly with the Director of Finance to manage the financial and administrative operations of Elections Saskatchewan.

**Position Summary**

Under the general supervision of the Director of Finance, the Financial Analyst is responsible for administering all aspects of corporate finance including accounts payable, reporting, budgeting, and annual audit. This position is responsible for payroll processing for election event staff during by-elections and general elections and conducts the review of annual registered political party annual financial returns.

The election cycle is a four-year cycle which involves planning (years one and two), organizing (year three) and delivery and implementation (year four) of a general election. During this period the volume and breadth of the workload will fluctuate as will the number of staff. Thus, the position will be required to adjust to change, increased levels of responsibility, expanded work hours and increased workload.

**Key Responsibilities**

*Corporate Finance*

Manages all financial and accounting functions ensuring that controls, and daily accounting procedures comply with general accounting principles, statutory requirements, and established government financial policies and practices.

Administers payment procedures, produces monthly reports, and provides input to quarterly forecasts and year-end financial administration procedures. Assists with monthly variance and quarterly budget reporting by developing information and data to identify trends and support recommendations to the Executive Team.

Participates in the annual operating and capital budget development process by ensuring the financial/accounting information needed is current and accurate. Supports the Director in assembling financial/accounting information and data needed to develop the financial portion of the annual budget submission for the Board of Internal Economy (BOIE).

Acts as a key liaison with auditors and provides information, data and analysis required for annual audits.

### *Management/Leadership*

Provides direction and guidance to ESK employees in all areas related to corporate financial management.

Hires and manages temporary financial and payroll staff and provides day-to-day direction to team members. Reviews and adjusts priorities and allocation of staff to respond to continually changing priorities. Ensures adequate resources are assigned on an ongoing basis to meet service obligations.

Leads or plays a key role in corporate projects that are related to financial management and/or payroll administration. Examples of projects include the cyclical review of compensation rates for election officials and acting as a subject matter expert for the implantation of new financial or payroll processing software.

Maintains work related professional memberships and liaises with various professional accounting associations (Chartered Accountant, Certified Management Accountant, Certified General Accountant) to maintain current knowledge of Generally Accepted Accounting Principles and auditing functions.

### *Election Administration and Political Finance*

Conducts compliance reviews of annual registered political party returns ensuring compliance with statutory reporting requirements. Recommends correction to submissions to the Director of Finance.

Manages the administration of payroll for elections officials (approximately 12,000 temporary workers hired during a General Election) including input to forms design, data entry, reviewing and correcting payment of officials and issuance of Record of Employment and T4's. Acts as a point of contact to resolve payroll issues before, during and after electoral events.

Assists with the development, preparation, and delivery of election finance training to business managers, candidates and registered political party officials as required.

Provides information and data needed for development of public financial disclosure reports produced after each electoral event.

In concert with the Director of Finance maintains contact with the Ministry of Finance (Treasury Board Branch, Provincial Comptroller's Office) as well as with the Provincial Auditor's staff.

## **Required Education, Knowledge, Qualifications and Experience**

A university level degree in Commerce or Administration, with an accounting discipline. Preference would be given to candidates with post graduate education, combined with several years of financial accounting experience. Successful completion of or working towards a Chartered Professional Accountant designation or certification from the Canadian Payroll Association would be an asset.

Experience working with accounting and financial practices, systems, standards, and procedures of a large and complex organization.

Knowledge of applicable accounting and financial accounting practices, reporting standards and procedures.

Experience with processing payroll and knowledge of payroll legislation and CRA filing requirements.

Experience in budget preparation and forecasting.

Must have knowledge and skill in the use of computer programs including in-depth knowledge of spreadsheets, word processing, and accounting & payroll applications. Experience with MIDAS application is an asset.

## **Required Skills and Abilities**

Strong communication and organizational skills

Ability to establish effective and on-going working relationships with staff and stakeholders (political party, election officials, auditors, government ministry officials and outside agencies).

Ability to manage multiple priorities simultaneously and to adapt quickly to new and changing priorities.

Ability to respond to change by thinking creatively to identify new solutions.

## **Other Requirements**

*Extended Hours Prior to Election Event:*

Services to internal and external stakeholders are provided 7 days a week for extended hours during electoral events. This position will be required to work additional hours, including evenings and weekends in the months leading up to and just after an electoral event.

*Adherence to Organizational Values*

Elections Saskatchewan knows that election management impacts everyone in the province and that it plays an integral role in ensuring the integrity of democratic processes within the

province. It is the responsibility of Elections Saskatchewan, and everyone who works at Elections Saskatchewan, to contribute to this larger vision through their work and their actions, both personal and professional.

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must espouse the following values:

- Professionalism – We demand the highest standards in our performance.
- Impartiality – We are objective, fair and non-partisan.
- Innovation – We seek solutions that will propel us toward electoral modernization.
- Service – We go above and beyond to meet the needs of our stakeholders and the legislative requirements of election management.
- Accountability – We earn the trust of the people of Saskatchewan through commitment to legislation, best practices, and standards in election management.

#### *Adherence to Policy*

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must adhere to the policies, procedures, and guidelines of Elections Saskatchewan, as well as relevant legislation, public health orders, or any other applicable employment related guidelines.