LEGISLATIVE ASSEMBLY OFFICE

JOB SUMMARY

Financial Management
Accounting Officer   May 2025

The Legislative Assembly Office (LAO) supports the Speaker and Members of the Legislative Assembly, providing nonpartisan procedural, administrative and educational services.

Financial Management (FM) provides financial services, including the reviewing, processing and reporting of transactions. The timely and accurate information that is produced provides the foundation for internal and external financial reporting, culminating in the generation of audited financial statements. These services are provided to 87 Members of the Legislative Assembly (MLAs), their constituency offices, caucus offices and LAO management and staff.

Reporting to the Manager of Compliance, Accounting and Financial Systems, the Accounting Officer ensures all financial transactions are compliant within a complex financial framework while maintaining the integrity of internal controls and processes in support of the preparation of LAO financial statements. Accounting Officers screen expenses for compliance and support the monthly financial reporting process as well as the quarterly public expenses disclosure process. Accounting Officers also monitor nonfinancial indicators tracked through the accounting system and inform MLAs of any budget overages.

Financial Management (FM) operates in accordance with the Legislative Assembly Office (LAO) policies and procedures, established accounting procedures, public-sector accounting standards, the *Legislative Assembly Act*, Standing Orders, Members' Services Orders (MSO), the *Financial Administration Act* and direction from the Speaker, the Members' Services Committee and the Clerk in addition to federal and provincial legislation.

Responsibilities
- Review and process credit card, accounts payable, accounts receivable, general ledger and nonfinancial transactions by entering them into the accounting system
- Determine compliance of financial transactions with LAO policies and procedures by ensuring transactions adhere to the Orders, guidelines, the FAA and travel and expense policies. For payment under contract, ensure that the transaction conforms to the contact's payment terms and conditions
- Where compliance issues require escalation, conduct research and provide a recommendation supported by relevant information and an executive summary of findings
- Support the monthly financial reporting process by reviewing branch, caucus and MLA monthly expense reports for accuracy
- Support the quarterly public expenses disclosure process by reviewing for accuracy and redacting relevant information
- Monitor nonfinancial indicators tracked through the accounting system and inform MLAs of any budget overages
- Contribute as an active team member to LAO initiatives, which may include supporting the Clerk, Speaker and ceremonial and conference functions
- Demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately

- Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
- Demonstrate support for a positive workplace culture and the valued behaviours pursuant to the respectful workplace policy

Knowledge, Skills and Abilities
- Two-year diploma in a related field plus five years progressively responsible related experience
- Strong written, verbal and interpersonal skills for relationship building and collaboration with teammates and clients alike
- Ability to use good judgment and tact in all interactions
- Knowledge of accounting principles and the accounting cycle
- Experience in the functions of an accounting system and fully integrated enterprise resource planning (ERP) application
- Strong computer skills that include spreadsheet, word processing, database applications and Internet search skills
- In-depth knowledge of Members' Services Committee Orders and guidelines as well as other publications of the Legislative Assembly Office