

Career Opportunity

ABOUT AGLC

AGLC is a dynamic organization leading Alberta's gaming, liquor, and cannabis industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE POSITION

Financial Review Analyst

Competition #: 19-084

Salary: \$48,120.57 to \$58,897.26 per annum

Closing Date: Wednesday, July 24, 2019

Position Location: St. Albert

JOB SUMMARY

Do you enjoy working with numbers, multi-tasking and communicating with stakeholders? Are you looking for an exciting yet challenging new opportunity? If so, we may have a position for you.

Reporting to the Team Leader, Charity Financial Reporting, you are responsible for the review of Financial Reports for Charitable Gaming Licensees. You will review, reconcile and key detailed financial information using the Financial Gaming Review System (FGRS) and financial documents provided by the licensees. Using FGRS, Gaming Licensing System (GLS) and financial records, you will also ensure policy and Terms and Conditions of the licence have been met, gaming proceeds are disbursed in accordance with the licence, and evaluate and resolve irregularities identified from the Financial Reports. You will also be responsible for analysing, tracking and recording all gaming proceeds investments made by licensees. You will assist licensees with the accurate completion and submission of their Financial Reports and understanding of Charitable Gaming Policy. Interactions verbally and/or in writing with licensees found to be in non-compliance with the Terms and Conditions of their licence will be a key responsibility. You will also provide assistance to the organizations in concluding their reporting requirements.

To be successful in this role excellent computer skills are required (MS Word and Excel); knowledge of accounting programs or GLS (Gaming Licensing System) or FGRS (Financial Gaming Reporting System) will be considered an asset. Due to the volume of work you will face in this position strong analytical, problem solving and organizational skills are a must. Strong mathematical aptitude and ability to meet imposed deadlines will both be considered assets.

SKILLS/QUALIFICATIONS

- Completion of High School
- Minimum of three (3) years related progressively responsible accounting/administrative experience.
- Preference will be given to employees with some accounting courses.
- Enrolment in a recognized accounting program is an asset.

NOTE: An equivalent combination of education and experience may be considered. This recruitment may be used to fill future vacancies.

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To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about AGLC and to view the complete job posting, please visit our website aglc.ca

ABOUT THE DIVISION and BRANCH

Regulatory Services Division:

This Division is responsible for ensuring the integrity of the gaming and liquor industries in Alberta.

The Audit Services Branch:

Provides ongoing monitoring to maintain the financial integrity of Alberta's gaming industry by conducting audits of licensed gaming facilities and charities.

When applying for a competition, please submit a cover letter and resume (either in word or pdf format). Please name your documents using your first and last name along with the competition number. For example: John Smith

Competition Number XX-XXX

AGLC - Human Resources

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