


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Finance Officer</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>076</u></p>
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<p><b>Decision Making</b></p> <p>Responsible for general and advanced accounting functions such as accounts payable, accounts receivable, accruals, coding, reconciling general ledger accounts, and depreciation schedules. Has the ability to select choice of action when dealing with vendor/client/patient/resident statements.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Business/Accounting diploma (2337 hours).</p>	<p><u>4.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience performing general accounting functions. Twelve (12) months on the job experience to develop advanced accounting skills and to become familiar with region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs accounting functions in accordance with Generally Accepted Accounting Principles. Uses a variety of methods to perform bank reconciliations and account close-outs.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Deals with clients/patients/residents and vendors to discuss and explain accounts receivable/payable issues. Has discussions with clients/patients/residents who are in dispute of billing for services.</p>	<p><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Performs advanced accounting functions in accordance with Generally Accepted Accounting Principles to meet quality and service requirements. Inaccurate records or errors in billing may cause poor relations/embarrassment with clients/patients/residents, families and vendors. Inadequate planning for month end/year end accounting may result in late or inaccurate reports.	<u>2.5</u>
<b>Leadership and/or Supervision</b> Provides guidance to other employees by serving as a channel through which accounting work is directed and checked. Provides functional guidance/specialty advice to management regarding financial practices.	<u>2.5</u>
<b>Physical Demands</b> Occasional physical effort performing various financial duties with regular periods of keyboarding/adding machine with periods requiring fine movements.	<u>1.5</u>
<b>Sensory Demands</b> Regular sensory effort such as computer work, adding machines, reconciling statements manually as well as reconciling customer/vendor accounts with periods of competing multiple sensory demands.	<u>2.5</u>
<b>Environment</b> Occasional exposure to minor conditions such as interruptions, multiple deadlines, and rudeness.	<u>2.0</u>

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