


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Finance Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>094</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when handling/balancing cash, data entry, patient financial transactions, bank deposits, and compiling various reports. Solutions to accounting issues are selected from a limited number of alternatives.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with computer software applications and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Uses well established accounting procedures to perform minor bookkeeping transactions. Uses judgement to prioritize daily tasks.</p>	<p><u>2.0</u></p>
<p>Working Relationships</p> <p>Has contact with clients/patients/residents/families regarding trust accounts requiring courtesy and cheerfulness.</p>	<p><u>2.0</u></p>

Impact of Action	Degree
Performs basic financial and data entry functions to meet quality and service requirements. To a limited degree, incorrect data entry of financial/payroll data may cause staff/patient inconvenience/dissatisfaction and delay to subsequent reports/records and embarrassment in client/patient/resident/employee relations.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort keyboarding/adding machine operation requiring fine motor skills.	<u>2.0</u>
Sensory Demands Regular sensory effort entering data and general reception duties.	<u>2.0</u>
Environment Occasional exposure to minor conditions such as rudeness and interruptions.	<u>2.0</u>