


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Finance Assistant</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>098</u></p>
--	--	--------------------------------------

<p>Decision Making</p> <p>Follows clearly prescribed practices when handling/balancing cash, data entry, patient financial transactions, bank deposits, accounts receivable/payable and compiling various reports. Choice of action within limits defined by accepted practice is expected, (e.g., reconciliation of client accounts and account write-offs).</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Business certificate (990 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on the job experience to become familiar with accounting software programs, annual accounting cycle and region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Performs accounting functions in accordance with Generally Accepted Accounting Principles. Minor accounting problems such as reconciliation of statements are resolved with limited analysis. Direction is sought when problems/issues are not within the scope of practice.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Regular contact with clients/patients/residents and vendors to discuss problems, settle requests and explain and adjust accounts receivable/payable issues. Prepares various financial reports.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
Provides general accounting and payroll functions to meet quality and service requirements. Inaccurate account ledgers may affect reports and records causing errors in billing and delays in payment. Misjudgement in handling patient trust accounts may result in embarrassment in employee/family/patient relationships.	<u>2.0</u>
Leadership and/or Supervision Provides orientation to staff. Provides functional guidance to internal operating personnel regarding the use of finance system and related chart of accounts.	<u>1.5</u>
Physical Demands Regular physical effort performing various financial duties with regular computer/adding machine operation requiring fine movements.	<u>2.0</u>
Sensory Demands Regular sensory effort such as computer work, adding machines, and reconciling statements manually as well as reconciling customer/vendor accounts with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor conditions such as rudeness and interruptions.	<u>2.0</u>