


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Senior Finance Officer</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>190</u></p>
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<p>Decision Making</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 make some choices when dealing with vendor/client/patient/resident statements.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.0</u></p>
<p>Education</p> <p>Grade 12. Business/Accounting diploma (2337 hours).</p>	<p style="text-align: center;"><u>4.5</u></p>
<p>Experience</p> <p>Eighteen (18) months previous experience working in a financial/accounting environment to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination skills and knowledge of the financial accounting system, and become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>6.0</u></p>
<p>Independent Judgement</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 style="text-align: center;"><u>3.5</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction requiring tact and discretion to department managers, vendors and government agencies. Resolves account discrepancies with vendors and government agencies which are specialized in nature.</p>	<p style="text-align: center;"><u>4.0</u></p>

Impact of Action	Degree
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>
Leadership and/or Supervision Assigns, checks and maintains of the workflow of the finance department. Provides functional guidance/specialty advice to management regarding financial practices.	<u>3.0</u>
Physical Demands Occasional physical effort performing various financial duties and keyboarding/adding machine with periods of keyboarding requiring fine movements.	<u>1.5</u>
Sensory Demands Regular sensory effort such as computer work, adding machines, reconciling statements manually as well as reconciling customer/vendor accounts with frequent concentration on preparation of complicated reports and periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional exposure to minor conditions such as interruptions, multiple deadlines, and rudeness.	<u>2.0</u>

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