


## Job Evaluation Rating Documentation

<b>CUPE, SEIU, SGEU, SAHO</b> 	<b>Job Title</b> <u>Payroll &amp; Finance Coordinator</u> <b>Date</b> <u>June, 2009</u> <b>Revised Date</b> _____ <b>Revised Date</b> _____	<b>Code</b> <u>407</u>
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<b>Decision Making</b> Facilitates the processing of payroll/benefit services/finance for a department/program/facility. Solutions to payroll, scheduling, finance or coordination problems may be resolved by interpreting existing procedures, practices. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short-term goals associated with coordinating work flow.	<b>Degree</b> <u>3.5</u>
<b>Education</b> Grade 12. Business certificate (784 hours) and Certified Payroll Manager certificate (330 hours).	<u>3.5</u>
<b>Experience</b> Eighteen (18) months previous related office experience working in a payroll/accounting environment to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/payroll/finance accounting skills and to become familiar with region/facility/department policies and procedures.	<u>6.0</u>
<b>Independent Judgement</b> Performs payroll, benefits and accounts payable functions in accordance with regulations, benefit plans and collective agreement language. Direction is sought when changes are made to collective agreements. Uses a variety of methods to analyze and troubleshoot payroll, benefits and accounts payable problems to achieve the desired outcome.	<u>3.5</u>
<b>Working Relationships</b> Requires tact and discretion when providing technical explanation of payroll/accounts payable issues. Has discussions with clients/patients/residents who are in dispute of billing for services, which may involve emotionally charged situations.	<u>4.0</u>

Impact of Action	Degree
<p>Coordinates and performs payroll data entry and prepares reports/statistical data to meet quality and service requirements. Incorrect data entry will result in payroll errors and delay subsequent reports and records.</p> <p>Inaccurate calculations for benefit deductions may result in a deterioration in employee relations. Inaccuracy in providing payroll/benefit/financial information to employees/departments may result in substantial delays in the work of others and deterioration of employee relations.</p>	<p><u>3.0</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides regular direction to department office staff. Assigns work, controls costs and assists with various human resource functions.</p>	<p><u>4.0</u></p>
<p><b>Physical Demands</b></p> <p>Regular physical effort such as walking, standing with regular computer operation/keyboarding requiring accurate coordination of fine motor skills.</p>	<p><u>2.0</u></p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort requiring concentration on computer work and report writing/editing with periods of competing multiple sensory demands.</p>	<p><u>2.5</u></p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions, such as verbal abuse, interruptions and multiple deadlines.</p>	<p><u>2.0</u></p>