


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Finance &amp; Purchasing Assistant</u></p> <p><b>Date</b> <u>October, 2010</u></p> <p><b>Revised Date</b> _____</p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>416</u></p>
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<p><b>Decision Making</b></p> <p>Follows regional accounting procedures and ordering guidelines. Modifies established department methods and procedures (e.g., billing statement, supply requisitions). Develops new solutions to changes in Materials Management and Procura program. Utilizes choice of action when researching new products or obtaining stock from alternate vendors.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Business certificate (896 hours).</p>	<p><u>3.0</u></p>
<p><b>Experience</b></p> <p>No previous experience. Eighteen (18) months on-the-job experience to obtain purchasing course(s) and become familiar with accounting and Materials Management software programs, annual accounting cycle and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs work defined by accounting procedures and ordering guidelines. Has ability to research alternate suppliers or select vendors. Direction is sought when problems/issues are not within the scope of practice.</p>	<p><u>3.0</u></p>
<p><b>Working Relationships</b></p> <p>Requires tact when resolving issues with regard to quantity, quality and price. Regular contact with other employees and vendors requiring tact and discretion.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Provides general accounting and purchasing functions to meet quality and service requirements. Delays in placing orders could impact patient care. Inaccurate account ledgers may affect reports and records, errors in billing and delays in payment resulting in embarrassment in employee/family/patient relationships.</p>	<p><u>2.0</u></p>
<p><b>Leadership and/or Supervision</b> Provides occasional guidance and instruction to staff. (c) Provides functional guidance to internal operating personnel regarding the use of finance and purchasing processes.</p>	<p><u>2.0</u></p>
<p><b>Physical Demands</b> Regular physical effort performing various financial/purchasing duties with regular computer/adding machine operation requiring fine movements.</p>	<p><u>2.0</u></p>
<p><b>Sensory Demands</b> 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.</p>	<p><u>2.5</u></p>
<p><b>Environment</b> Occasional exposure to minor conditions such as rudeness and interruptions.</p>	<p><u>2.0</u></p>