


Job Evaluation Rating Document

<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 <u>November 21, 2018</u></p>	<p>Code</p> <p><u>098</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when handling/balancing cash, data entry, 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>
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<p>Education</p> <p>Grade 12. Business certificate (984 hours Sask Polytechnic).</p>	<p>Degree</p> <p><u>3.5</u></p>
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<p>Experience</p> <p>No previous experience. Twelve (12) months on the job experience to become familiar with accounting software programs, accounting cycles and department policies and procedures.</p>	<p>Degree</p> <p><u>4.0</u></p>
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<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>Degree</p> <p><u>3.0</u></p>
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<p>Working Relationships</p> <p>Regular contact with clients/patients/residents and vendors to discuss problems, settle requests and explain/adjust accounts receivable/payable issues.</p>	<p>Degree</p> <p><u>3.0</u></p>
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Finance Assistant

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<p>Impact of Action</p> <p>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 family/patient relations.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to internal operating personnel regarding the use of finance system and related chart of accounts.</p>	<p>Degree</p> <p>1.5</p>
<p>Physical Demands</p> <p>Regular physical effort performing various financial duties with regular computer/adding machine operation requiring fine movements.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort reconciling statements and reconciling customer/vendor accounts with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as rudeness and interruptions.</p>	<p>Degree</p> <p>2.0</p>