


Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO 	Job Title Payroll & Finance Coordinator Date June, 2009 Revised Date January 14, 2015 Revised Date September 12, 2017; January 31, 2018	Code 407
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Decision Making Facilitates the processing of payroll/benefits/accounts payable for a department/program/facility. Solutions to problems may be resolved by interpreting existing practices and procedures. Achieves assigned objectives through planning, implementing and technical support. Develops plans to achieve short-term goals associated with coordinating work flow.	Degree 3.5
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Education Grade 12. Business diploma - Accountancy (Saskatchewan Polytechnic 1728 hours) plus The Canadian Payroll Association Payroll Compliance Practitioner course (126 hours) (Rating 4.0) *As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1984 hours as no other factors were impacted by this change. The education rating will remain at (4.5).	Degree 4.5
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Experience Twenty-four (24) 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 and accounting skills and to become familiar with department policies and procedures.	Degree 6.0
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Independent Judgement 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.	Degree 3.5
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Working Relationships Requires tact and discretion when providing technical explanation of payroll/accounts payable issues. Secures cooperation of staff, clients/patients/residents regarding payroll adjustments or accounts receivable issues.	Degree 4.0
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Impact of Action Incorrect data entry may result in payroll errors and delay subsequent reports and records. Inaccurate calculations for benefit deductions may result in a deterioration in employee relations.	Degree <u>2.5</u>
Leadership and/or Supervision Provides regular direction to department office staff. Assigns work, controls costs and assists with various human resource functions.	Degree <u>4.0</u>
Physical Demands Regular physical effort such as walking, standing with regular computer operation/keyboarding requiring accurate coordination of fine motor skills.	Degree <u>2.0</u>
Sensory Demands Regular sensory effort requiring concentration on computer work and report writing/editing with periods of competing multiple sensory demands.	Degree <u>2.5</u>
Environment Occasional exposure to minor conditions such as verbal abuse, interruptions and multiple deadlines.	Degree <u>2.0</u>