


Job Evaluation Rating Document

	<p>Job Title <u>Finance Officer</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; Sept 12, 2017; Jan 31, 2018</u></p> <p>Revised Date <u>October 24, 2024</u></p>	<p>Code</p> <hr/> <p>076</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 choice of action when dealing with vendor/client/patient/resident statements.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Business Accountancy diploma (Saskatchewan Polytechnic 1500 hours). (Rating of 3.5)</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1728 hours as no other factors were impacted by this change. The education rating will remain at (4.0).</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience performing general accounting functions. Twelve (12) months on the job experience to develop advanced accounting skills and to become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Performs accounting functions in accordance with generally accepted accounting principles. Uses a variety of methods to perform account reconciliations and close-outs.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Provides technical explanation and instruction to staff regarding various financial functions. Secures cooperation with clients/patients/residents regarding payment of accounts.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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Finance Officer

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<p>Impact of Action</p> <p>Inaccurate records or errors in billing may cause embarrassment and identifiable deterioration in public relations. Inaccurate cash flow projections may delay succeeding and related services.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>Provides guidance to other employees by serving as a channel through which accounting work is directed and checked. Provides functional guidance/specialty advice to staff regarding financial practices.</p>	<p>Degree</p> <p>2.5</p>
<p>Physical Demands</p> <p>Regular physical effort performing computer operations.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort such as computer operation and reconciling accounts/statements 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 interruptions, multiple deadlines and rudeness.</p>	<p>Degree</p> <p>2.0</p>