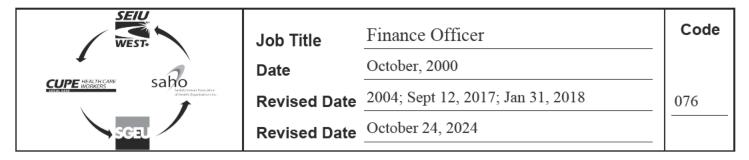
Job Evaluation Rating Document



Decision Making	Degree
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.	3.0

Education	Degree
Grade 12. Business Accountancy diploma (Saskatchewan Polytechnic 1500 hours). (Ratin	ng of 3.5)
*As per the MOA regarding the Education factor review (January 2019) the JJEMC will c to utilize 1728 hours as no other factors were impacted by this change. The education ratio remain at (4.0).	

Experience	Degree
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.	5.0

Independent Judgement	Degree
Performs accounting functions in accordance with generally accepted accounting principles. Uses a variety of methods to perform account reconciliations and close-outs.	
r and a second residue of the second residue	3.5

Working Relationships	Degree
Provides technical explanation and instruction to staff regarding various financial functions. Secures cooperation with clients/patients/residents regarding payment of accounts.	
	4.0

Job Title	Finance Officer Code	076
Impact of Action	on	Degree
	eords or errors in billing may cause embarrassment and identifiable deterioration in as. Inaccurate cash flow projections may delay succeeding and related services.	
		2.5
		<u> </u>
Provides guid	d/or Supervision ance to other employees by serving as a channel through which accounting work d checked. Provides functional guidance/specialty advice to staff regarding tices.	Degree
		2.5
Physical Dema	ands	Degree
-	cal effort performing computer operations.	
		2.0
Sensory Dema	ory effort such as computer operation and reconciling accounts/statements with	Degree

Regular sensory effort such as computer operation and reconciling accounts/statements with periods of competing multiple sensory demands.	
	2.5

Environment Occasional exposure to minor conditions such as interruptions, multiple deadlines and rudeness.	Degree
	2.0