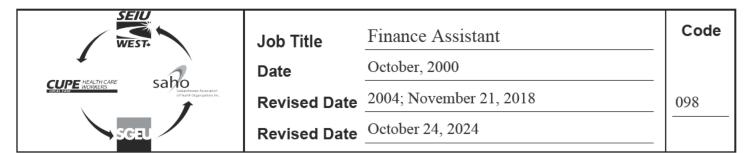
Job Evaluation Rating Document



Decision Making	Degree
Follows clearly prescribed practices when handling/balancing cash, data entry, bank de accounts receivable/payable and compiling various reports. Choice of action within lim defined by accepted practice is expected, (e.g., reconciliation of client accounts and accounts write-offs).	nits

Education	Degree
Grade 12. Business certificate (750 hours Sask Polytechnic). (Rating = 3.0)	
*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 984 hours as no other factors were impacted by this change. The education rating will remain at (3.5).	3.5

Experience	Degree
No previous experience. Twelve (12) months on the job experience to become familiar with accounting software programs, accounting cycles and department policies and procedures.	
	4.0

Independent Judgement	Degree
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.	3.0

Working Relationships	Degree
Regular contact with clients/patients/residents and vendors to discuss problems, settle requests and explain/adjust accounts receivable/payable issues.	
	3.0

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. 2.0

Leadership and/or Supervision 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. 1.5

Physical Demands	Degree
Regular physical effort performing various financial duties with regular computer operation requiring fine movements.	
	2.0

Sensory Demands	Degree
Regular sensory effort reconciling statements and reconciling customer/vendor accounts with periods of competing multiple sensory demands.	
	2.5

Environment	Degree
Occasional exposure to minor conditions such as rudeness and interruptions.	ı
	2.0
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