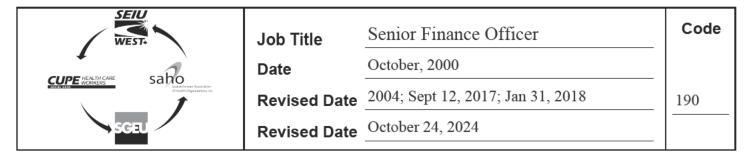
Job Evaluation Rating Document



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 the ability to make some choices 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
Eighteen (18) months previous experience working in a financial/accounting environment to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination and advanced accounting skills and become familiar with department policies and procedures.	6.0

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.	
	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

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

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