


Job Evaluation Rating Document

	<p>Job Title <u>Senior 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>190</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 the ability to make some choices 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>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.</p>	<p>Degree</p> <hr/> <p>6.0</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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Senior Finance Officer

Code

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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>Assigns, checks and maintains the work flow of the finance department. Provides functional guidance/specialty advice to management regarding financial practices.</p>	<p>Degree</p> <p>3.0</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>