


Job Evaluation Rating Document

	Job Title <u>Finance & Purchasing Assistant</u> Date <u>October, 2010</u> Revised Date <u>September 12, 2017</u> Revised Date <u>October 24, 2024</u>	Code <u>416</u>
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Decision Making Follows accounting procedures and ordering guidelines. Modifies established department methods and procedures (e.g., billing statement, supply requisitions). Utilizes choice of action when researching new products or obtaining stock from alternate vendors.	Degree <u>2.5</u>
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Education Grade 12. Business certificate (Saskatchewan Polytechnic 750 hours). (Rating of 3.0) *As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1008 hours as no other factors were impacted by this change. The education rating will remain at (3.5).	Degree <u>3.5</u>
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Experience No previous experience. Twelve (12) months on the job experience to become familiar with accounting and software programs, annual accounting cycle and department policies and procedures.	Degree <u>4.0</u>
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Independent Judgement Performs work defined by accounting procedures and ordering guidelines. Has ability to research alternate suppliers or select vendors. Direction is sought when problems/issues are not within the scope of practice.	Degree <u>3.0</u>
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Working Relationships Requires tact when resolving issues with regard to quantity, quality and price. Regular contact with other employees and vendors requiring tact and discretion.	Degree <u>3.0</u>
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<p>Impact of Action</p> <p>Delays in placing orders could impact patient care. Inaccurate account ledgers may affect reports and records, errors in billing and delays in payment resulting in embarrassment in employee/family/patient relationships.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance and instruction to staff. Provides functional guidance to internal operating personnel regarding the use of finance and purchasing processes.</p>	<p>Degree</p> <p>2.0</p>
<p>Physical Demands</p> <p>Regular physical effort performing various financial/purchasing duties with regular computer operation requiring fine movements.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort such as computer operation and reconciling statements manually as well as reconciling customer/vendor accounts 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 rudeness and interruptions.</p>	<p>Degree</p> <p>2.0</p>