

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 24**

<b>Position Title</b>	<b>Accounts Payable Clerk</b>		
<b>Date Evaluated</b>	<b>April 6, 2006</b>	<b>Date Revised</b>	
<b>Notes Taken By</b>	<b>Jane Mizanski</b>		

**EVALUATION**

<b>Factor</b>	<b>Level</b>	<b>Explanatory Notes</b>
<b>1. Writing Skills</b>	<b>2</b>	<b>Composes emails to depts. regarding coding invoices for payment. Occasionally provide input to developing procedures.</b>
<b>2. Numeric Skills</b>	<b>2</b>	<b>Input/verify financial data and coding on system for payment of invoices; calculate GST, check vendor expenses.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>3</b>	<b>Requires knowledge of Excel and PRISM, accounts payable and general ledger procedures; knowledge gained over several months.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>2</b>	<b>Reconciliation is straightforward: column A = column B, check if number of entries equals, etc. reconciling invoices posted for the day.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Liaise with external vendors regarding account payments/invoices.</b>
<b>6. Co-ordinating Skills</b>	<b>1</b>	<b>Coordinates daily input of all invoices for payment into the G/L.</b>
<b>7. Freedom of Action</b>	<b>2</b>	<b>Work is defined by payment cycles eg. pay periods; incumbent can determine sequence of tasks but work is assigned</b>
<b>8. Guiding Others</b>	<b>1</b>	<b>No formal responsibility for guiding others.</b>
<b>9. Physical Effort</b>	<b>1</b>	<b>Maintaining filing system weekly.</b>
<b>10. Manual Dexterity</b>	<b>2</b>	<b>Keyboarding inputting financial data daily, use of calculator.</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Viewing data on the monitor.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>No disagreeable working conditions.</b>
<b>General Notes</b>		