

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 25

Position Title	Accounts Receivable Clerk		
Date Evaluated	April 5, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Writes short notes to clients advising of changes in invoice; may draft working procedures for office administrators.
2. Numeric Skills	2	Verifies GST tax calculations, apply funding formula to upper and single tier municipalities for quarterly invoicing. Updates spreadsheets for investments, eg bonds and receipt of money and bank deposits.
3. Technical Skills/Professional Knowledge	3	Knowledge of standard accounting practices relating to accounts receivables (debits, credits, G/L and A/R ledgers); familiarity with PeopleSoft; incumbent would require previous experience or on-the-job training over several months.
4. Analytical/Problem-Solving Skills	3	Monthly analysis of accounts; problems identified through reconciliation process; uses prior year details, spreadsheets to resolve errors and/or past practice. Must be able to recognize revenue to ensure it is appropriately accounted for in the year it is earned (requires reviewing Sales Contracts for details).
5. Communication Skills	2	Liaises with internal/external clients on issues of reconciliation, outstanding accounts.
6. Co-ordinating Skills	1	Processing/reconciling payments to invoices.
7. Freedom of Action	2	Monthly accounting process is established with defined timelines. However incumbent operates within the established process to complete their work Level 3?
8. Guiding Others	1	No formal responsibility for guiding others. May occasionally provide guidance to field staff.
9. Physical Effort	1	Normal physical effort.
10. Manual Dexterity	2	Keying data, speed and accuracy are important, more than 2 hours but can lessen the strain.
11. Audio/Visual Effort	1	Keying and comparing financial data.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		