

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 26

Position Title	Accounts Coordinator		
Date Evaluated	April 6, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Email to vendors on month-end and year-end accounts, stop-payment letters; Occasionally drafts procedures, for example, for vendors or non-users of the financial system.
2. Numeric Skills	2	Undertake preliminary check of vouchers before posting, verify discounts, assist with reconciliation of accounts.
3. Technical Skills/Professional Knowledge	3	Knowledge of accounts payable, general accounting principles; access to other financial staff /mgr for assistance.
4. Analytical/Problem-Solving Skills	2	Uses G/L to investigate accounts posted/not posted (process of comparing entries, amounts, sub-totals,etc.).
5. Communication Skills	2	Liaises with vendors and internal staff regarding accounts.
6. Co-ordinating Skills	1	Coordination of own work.
7. Freedom of Action	2	Accounts have specific timelines for payment.
8. Guiding Others	1	No formal responsibility for guiding others.
9. Physical Effort	1	No physical effort required beyond that used in normal office work.
10. Manual Dexterity	2	Keyboarding skills to enter data on spreadsheets, draft emails.
11. Audio/Visual Effort	1	Viewing data on computer monitor and reading financial invoices.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		