

**MPAC - OPSEU  
Pay Equity Job Evaluation**

**Position Number: 27**

<b>Position Title</b>	<b>Financial Assistant (Information Technology)</b>		
<b>Date Evaluated</b>	<b>April 5, 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>Provides detailed comments to support budget variances monthly. Occasionally corresponds by email with vendors regarding eg. taxes on invoices.</b>
<b>2. Numeric Skills</b>	<b>2</b>	<b>Codes invoices, journals, posting documents; update variance reports, tracks IT related costs and reconciles expenditures for hardware/software maintenance costs.</b>
<b>3. Technical Skills/Professional Knowledge</b>	<b>2</b>	<b>Knowledge of invoicing procedures and financial reporting in MPAC; knowledge of MPAC software (Excel, Word), and IT Service Level Agreements, Consultants' services contracts.</b>
<b>4. Analytical/Problem-Solving Skills</b>	<b>2</b>	<b>For example: a taxing issue for consulting services; issue identified as it varied from previous practice; contacted vendor to explain MPAC practice; identifies budget variances.</b>
<b>5. Communication Skills</b>	<b>2</b>	<b>Liaise with external suppliers, vendors regarding invoices, payments.</b>
<b>6. Co-ordinating Skills</b>	<b>3</b>	<b>Coordinate annual/month-end financial reporting (budgeting) process for IT. Works with field staff (TSAs, OAs) to verify/gather information on software/hardware purchases against invoices, ensures order complies with requisition, securing authoring signature prior to forwarding for payment.</b>
<b>7. Freedom of Action</b>	<b>3</b>	<b>Incumbent is expected to perform work within established policies (purchasing, expenses, etc) and within timelines to meet month-end/year-end accounting;</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>Computer work; lifting file folders/boxes occasionally.</b>
<b>10. Manual Dexterity</b>	<b>1</b>	<b>Keyboarding, accuracy; using calculator with accuracy;</b>
<b>11. Audio/Visual Effort</b>	<b>1</b>	<b>Reviewing financial documents; interruptions from telephone/staff; liaising with vendors/external clients on telephone but concentration can be maintained.</b>
<b>12. Working Conditions</b>	<b>1</b>	<b>Dealing with vendors on payment of invoices;</b>
<b>General Notes</b>		