

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 30

Position Title	Intermediate Accountant		
Date Evaluated	April 6, 2006	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	2	Completes codes, inputs data in financial journals. Writes short notes to eg. to GWL for clarification of issues regarding payment of premiums.
2. Numeric Skills	3	Completes variance analysis, bank reconciliation, prepares month-end reports, reconciliation with government remittances, EHT, etc.
3. Technical Skills/Professional Knowledge	4	Working towards an accounting designation with several years experience in A/P and A/R. Responsible for range of accounting functions including working with external Auditors on year-end financial statements.
4. Analytical/Problem-Solving Skills	4	Analysis and investigation of variances in financial accounts; ensures corporate policies and GAAP are adhered to. Issues are reasonably well defined.
5. Communication Skills	3	Provide clarification to staff in Accounting Dept regarding financial accounts; liaising with external auditors, following up with departments on issues raised by the auditors.
6. Co-ordinating Skills	2	Ensures month-end accruals are processed
7. Freedom of Action	3	Work is defined by, for example, payment due dates, month-end, year-end reporting schedules. Work is governed by internal policies and GAAP rules.
8. Guiding Others	2	Advises others (eg. Admin Coordinators and Office Administrators) in accounting principles, compliance with GAAP.
9. Physical Effort	1	Normal physical effort required.
10. Manual Dexterity	2	Key financial data into various accounts, journal entries, etc. 1 – 2 hours; regular use of calculator/numeric keypad.
11. Audio/Visual Effort	2	Computer monitor and viewing financial information on spreadsheets.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		