

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 89

Position Title	Budget Coordinator		
Date Evaluated	October 19, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

Factor	Level	Explanatory Notes
1. Writing Skills	3	Drafts monthly financial report for assigned portfolio, quarterly financial report to Board; occasionally drafts financial policies and procedures.
2. Numeric Skills	3	Prepare/compile budget and variance reports, identifies financial irregularities, occasionally prepare costing estimates for RFPs (eg. CCC Services for Prov of Nova Scotia, cost of PLT reform).
3. Technical Skills/Professional Knowledge	3	Requires some knowledge and experience in financial planning and budgeting processes; performs a variety of tasks related to financial planning and reporting; skills learned on the job over time and supplemented with training in financial management/public accounting.
4. Analytical/Problem-Solving Skills	4	Analyzes variances in budgets, review annual budget proposals to identify funding pressures in salary dollars, operating expenses, other; discusses options with depts. to adhere to budget allocation eg. delay recruitment, equipment acquisition.
5. Communication Skills	3	Meeting with VPs/sr managers to discuss budget proposals and pressures, variances and clarifying requirements.
6. Co-ordinating Skills	3	Required to pull all financial reports/data together from eg. PMO project updates, payroll for salaries and benefits, dept admin staff for changes in staff from rotation/promotions/leaves without pay that impact on budget; Manager occasionally modifies priorities.
7. Freedom of Action	4	Incumbents are assigned a portfolio of dept budgets; reporting requirements (planned vs forecast vs actual) and timelines (monthly, quarterly and year-end) are established and incumbent works within those boundaries; decisions on allocation of funds/changes in budget are referred to Mgr or Dept head.
8. Guiding Others	1	Provide admin staff with assistance on financial system and/or processes and procedures.
9. Physical Effort	1	Normal physical effort in office environment.
10. Manual Dexterity	1	Keyboarding requiring accuracy but is not continuous data entry, and can lessen strain.
11. Audio/Visual Effort	1	Reviewing financial reports requiring concentration but visual attention changes between computer, hard copy, other file materials and verbal communication with dept.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		