

Benchmark Title**ACCOUNTANT****Job Summary**

Oversees the accounting function of the organization. Ensures accurate recording and reporting of financial information. Produces financial statements, analyzes financial information and provides advice on financial matters.

Key Duties and Responsibilities

1. Ensures financial recording accuracy and compliance with Generally Accepted Accounting Principles (GAAP) and established internal controls and procedures. Investigates and follows up to discuss, correct or report unusual or questionable entries or account balances.
2. Codes, records and posts transactions in journals and the general ledger, including complex transactions such as lease, amortization and major asset acquisition.
3. Analyzes, produces trial balances of, and reconciles balance sheet accounts; makes adjustments as necessary.
4. Monitors and analyzes cash flow, expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records. Makes recommendation to management with respect to financial matters.
5. Produces annual and/or monthly budgets and cash flow projections, financial statements and other financial reports required by senior management, board of directors, regulatory bodies and funders.
6. Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed.
7. Prepares documentation for audit purposes; produces audit working papers as required.
8. Makes recommendations with respect to the organization's accounting practices and systems.
9. Performs other related duties as required.

Qualifications***Education and Knowledge***

Professional accounting designation such as CGA or CMA.

Training and Experience

Three (3) years recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Accountant

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge - Requires professional accounting designation such as CGA or CMA	6	113
2	Training and Experience - Requires up to and including 3 years recent related experience	5	125
3	Physical Demands – Often confined to a sitting position at the desk/computer to perform a variety of accounting operations and produce documents	5	35
4	Concentration - Often focuses on financial statements and monitors budgets which requires a high degree of precision; often takes on a variety of related accounting/financial processes, procedures and tasks	5	42
5	Independence - Guided by accounting standards; applies accepted work methods to maintain the general ledger, resolve accounting problems and ensure compliance with GAAP requirements	5	71
6	Judgement - Apply structured study and analysis of accounting records to ensure accurate financial reporting and make recommendations to management regarding financial matters	5	71
7	Leadership/Supervision – Provides work direction to clerks/bookkeeper	3	60
8	Accountability - May result in significant effect on agency by making financial recommendations to management. Production of financial statements and budgets and provision of recommendation on financial matters have significant impact on the agency.	6	86
9	Communication - Communicates accounting and financial information to management to assist with decision making; makes recommendations with respect to accounting practices and systems	4	57
10	Care of Individuals - Little or no responsibility	1	10
11	Environment/Working Conditions – Often required to complete reports by target dates, according to accounting cycle sometimes prepares documents by critical deadlines with little advance notice	4	33
Total Points			703

Benchmark Title**ACCOUNTING CLERK****Job Summary**

Performs a variety of clerical duties in support of the organization's accounting function. Checks source documents, enters data into computerized accounting systems and maintains a variety of records.

Key Duties and Responsibilities

1. Checks source documents such as timesheets, invoices and expense claim forms for accuracy and completeness.
2. Performs basic calculations from source documents such as the total number of hours worked from employees' timesheets and the total amount owed to vendors from invoices.
3. Inputs data from source documents into computerized accounting systems or spreadsheets.
4. Files documents such as invoices, cheque requisitions and bills; maintains the filing system in accordance with established guidelines.
5. Prints or types cheques for signing. Compares cheques to source documents to ensure accuracy. Distributes cheques to staff and vendors.
6. Prints pre-defined reports from computerized accounting systems or spreadsheets.
7. Processes petty cash transactions.
8. Prepares and deposits cash receipts; maintains records.
9. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 12, plus related post-secondary courses.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Accounting Clerk

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge - Requires Grade 12 plus related post secondary courses – ability to understand basic mathematics	3	56
2	Training and Experience - Requires 1 year recent related experience	3	75
3	Physical Demands – Often performs production keyboarding to input data	5	35
4	Concentration - Often focuses on source documents for data entry and checking/verifying; tasks are straight forward and repetitive	4	33
5	Independence - Guided by specific procedures and instructions; changes the order of tasks in order to meet deadlines such as month-end or year-end reports	2	29
6	Judgement - Recognises anomalies in source documents and determine the priority of tasks to meet deadlines	3	43
7	Leadership/Supervision - Little or no responsibility	1	20
8	Accountability - Errors are detected and reported by others – minor costs to correct errors – may cause impact beyond own work area. Work, such as data entry and checking of source documents are controlled by monitoring accuracy and adherence to instructions; errors are quickly discernible and result in minor delay and expense to correct	2	29
9	Communication - Clarifies factual information regarding source documents with the appropriate persons; resolve discrepancies	2	29
10	Care of Individuals - Little or no responsibility	1	10
11	Environment/Working Conditions - Pace of work is not always controlled by the employee; sometimes faced with multiple demands/tasks with time pressure to complete job tasks such as data entry, printing and distributing cheques	4	33
Total Points			392

Benchmark Title**ADMINISTRATIVE ASSISTANT****Job Summary**

Provides a variety of administrative and secretarial assistance in an office. Produces reports from a variety of information sources and databases. Tracks office or program expenditures.

Key Duties and Responsibilities

1. Screens and prioritizes incoming correspondence and other materials for staff members.
2. Tracks office or program expenditures by recording expenses and alerting the supervisor to budget overruns and unusual expenses. Maintains a variety of financial records such as petty cash fund, purchase orders and cheque requisitions.
3. Collects, researches, organizes and summarizes data from a variety of sources and produces reports such as program status and board reports.
4. Maintains client and program information using spreadsheet and/or database software.
5. Produces ad hoc reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
6. Responds to outside inquiries about services offered by the organization. Communicates with other community service agencies and/or ministries regarding client enrolment in and attendance at programs.
7. Orients, monitors, and provides work direction to volunteers and/or practicum students.
8. Provides word processing, data input and typing support such as correspondence, meeting minutes, forms and client information; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
9. Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
10. Performs other related duties as required.

Qualifications***Education and Knowledge***

Grade 12, plus completion of a program of up to one (1) year in secretarial training, business or office administration.

Training and Experience

Three (3) years recent related experience.

Or an equivalent combination of education, training and experience

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN

RATING RATIONALE

BENCHMARK TITLE: Administrative Assistant

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires grade 12 plus post secondary courses in secretarial training or office administration	3	56
2	Training and Experience – Requires 3 years recent related experience	5	125
3	Physical Demands – Often performs production keyboarding to type correspondence, produce reports and enter data	5	35
4	Concentration – Often focuses on source documents for word processing and data entry; tasks are straightforward and repetitive	4	33
5	Independence – Work is guided by general procedures and instructions to complete assignments such as tracking office expenses, researching and producing reports	4	57
6	Judgement – Assesses reporting requirements and chooses an approach using accepted data collection, research and database techniques to produce ad hoc reports	4	57
7	Leadership/Supervision – Provides indirect supervision of volunteers and practicum students by providing work direction and monitoring	2	40
8	Accountability – Errors in tracking office expenses, producing reports require some examination to reveal errors which result in rework involving loss of one's or others time and limited financial loss	3	43
9	Communication – May be required to explain and interpret information contained in reports and responds to outside inquiries about services offered by the organization	3	43
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Often faced with time pressure to complete reports and other job tasks	4	33
Total Points			532

Benchmark Title

ADMINISTRATIVE SUPERVISOR

Job Summary

Supervises clerical staff and participates in their recruitment and selection. Participates in the coordination of administrative and clerical work in an office. Performs a variety of administrative and secretarial duties as required.

Key Duties and Responsibilities

1. Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed. Ensures effective and appropriate clerical staff coverage.
2. Orients and trains clerical staff.
3. Monitors the performance of staff. Provides feedback on their performance and conducts performance evaluation.
4. Participates in the recruitment and selection of clerical staff by performing duties such as advertising vacancies, screening resumes, interviewing applicants and providing input on selection.
5. Evaluates, develops and recommends office procedures and practices to senior management. Ensures that approved office policies, practices and procedures are understood and followed.
6. Responds to outside inquiries about services offered by the organization. Communicates with other community service agencies and/or ministries regarding client enrolment in and attendance at programs.
7. Performs a variety of secretarial duties such as drafting and typing routine correspondence, arranging meetings and taking minutes.
8. Tracks office or program expenditures by recording expenses, alerting the supervisor to budget overruns and unusual expenses and authorizing purchases. Maintains a variety of financial records such as petty cash fund, purchase orders and cheque requisitions. Provides input into budget formulation.
9. Collects, researches, organizes and summarizes data from a variety of sources and produces reports such as program status and board reports.
10. Maintains client and program information using spreadsheet and/or database software.
11. Produces ad hoc reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
12. Performs other related duties as required.

Qualifications

Education and Knowledge

Grade 12, plus completion of a program of up to one (1) year in secretarial training, business or office administration.

Training and Experience

Four (4) years recent related experience, including one (1) year supervisory experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Administrative Supervisor

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires grade 12 plus post secondary courses in secretarial training or office administration	3	56
2	Training and Experience – Requires 4 years recent related experience including 1 year of supervisory experience	6	150
3	Physical Demands – Once in a while performs production keyboarding and typing in drafting routine correspondence	3	21
4	Concentration – Sometimes focus on financial documents to track expenditures where the need for precision is high; required to adapt to a variety of related office processes	4	33
5	Independence – Guided by general procedures or instructions, selects alternative courses of action in supervising office operations and staff and developing and recommending office procedures	4	57
6	Judgement – Assesses administrative support requirements and chooses an approach using a combination of accepted techniques to develop and implement administrative procedures, and coordinate administrative work in the office	4	57
7	Leadership/Supervision – Direct supervision of other employees including input into hiring and performance appraisal organising work assignments and maintaining department standards and procedures	4	80
8	Accountability – Work has direct impact on administrative service productivity of other employees and may affect aspects of program delivery	5	71
9	Communication – Facilitates joint effort of other employees by providing work direction, organizing and communicating work assignments in administrative area	4	57
10	Care of Individuals - :Little or no responsibility	1	10
11	Environment/Working Conditions – Sometimes faced with time pressures to complete job tasks	3	25
Total Points			617

Benchmark Title**BOOKKEEPER****Job Summary**

Performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll. Maintains and updates accounting records.

Key Duties and Responsibilities

1. Codes source documents such as invoices and receipts to the appropriate accounts.
2. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
3. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
4. Maintains bank account records; reconciles bank accounts and balances chequebooks.
5. Prepares various accounting summaries and reports. Compiles, maintains and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave and overtime banks.
6. Submits forms to health and welfare benefit carriers to arrange for, change and terminate coverage for employees. Assists employees in submitting claim forms. Maintains records of benefit enrolment.
7. Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties. Follows up to resolve errors and discrepancies in accordance with established procedures.
8. Assists the accountant or financial manager in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
9. Performs other related duties as required.

Qualifications***Education and Knowledge***

Grade 12, plus post secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.

Training and Experience

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.

