



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00650</b>	Pay Grade:	<b>4</b>
JD Title:	<b>Accounting Assistant (I)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Accounting</b>		

## General Description

Responsible for applying a knowledge and understanding of established policies and procedures to process financial transactions. Records, classifies and summarizes accounting data according to established procedures.

## Representative Duties & Responsibilities

- Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to established procedures.
- Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables.
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll.
- Investigate discrepancies using established procedures.
- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash and cheques.
- Write a variety of formal notes and records using form letters and templates.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Answer routine inquiries via telephone, email, and in person that are specific in nature. May redirect complex inquiries to the appropriate area.
- Maintain filing systems, both electronic and hard copy.

## Supervision

- No formal supervision of others is required.

## Qualifications

- 2 year Community College diploma in Accounting or a related field of study.
- Requires 2 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of up to 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and validate data.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Entering financial data into databases and processing financial documents for prolonged periods of time.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of greater than 3.5 hours of routine mental effort for activities such as:
  - Collecting routine information, writing a variety of formal notes and records, and entering data into a variety of spreadsheets and databases.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
  - Answering routine inquiries via telephone, email, and in person that are specific in nature.
  - Investigating discrepancies using established procedures.
  - Reconciling statements and participating in the reconciliation of accounts.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

### Health & Safety:

- Prolonged periods of keyboarding to enter data in databases and spreadsheets.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00650</b>	Pay Grade:	<b>4</b>
JD Title:	<b>Accounting Assistant (I)</b>	Total Points:	<b>346</b>
Job Family:	<b>Accounting</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.0</b>	60
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>D2</b>	56
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>3.0</b>	18
	8. Mental Effort	<b>2.0</b>	33
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>3.0</b>	28