



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 #:	JD00651	Pay Grade:	5
JD Title:	Accounting Assistant (II)	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for applying a thorough knowledge and understanding of accounting policies and procedures to process financial transactions. Records, classifies and summarizes accounting data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures. Provides guidance and training to staff on proper accounting procedures and the use of financial systems.

Representative Duties & Responsibilities

- Perform various analyses and reconciliations of accounts.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems.
- Generate reports and account statements and review for accuracy.
- 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.
- Assist with internal and external audits by providing backup documentation related to audit items.
- 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 inquiries via telephone, email, and in person that are specific in nature.
- Maintain filing systems, both electronic and hard copy.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

Qualifications

- 2 year Community College diploma in Accounting or a related field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

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

Mental Effort:

- A typical work day consists of up to 2 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 greater than 3.5 hours of moderate mental effort for activities such as:
 - Performing various analyses and reconciliations of accounts.
 - Providing training and guidance to others on relevant accounting procedures and the use of financial systems.
 - Generating reports and account statements and reviewing for accuracy.
 - Answering inquiries via telephone, email, and in person that are specific in nature.
 - Investigating discrepancies using established procedures.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

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:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00651	Pay Grade:	5
JD Title:	Accounting Assistant (II)	Total Points:	383
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	2.0	11
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5