

Job Fact Sheet Questionnaire

CAAT Job Evaluation System for Non-Bargaining Unit Employees Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the College's Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

POSITION IDENTIFICATION

Position Title: Supervisor, Accounting Operations
Position Number:
Pay Band: 10
Incumbent:
Location/Campus: Sutherland
Division/Department: Finance
Immediate Supervisor (title): Manager, Reporting and Accounting
Date of JFS: June 15, 2020
Last Evaluated: July 2, 2020

Type of Position:

- Administrative** Part-Time Administrative
 Sessional Academic Part-Time Academic
 Part-Time Support Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____ Date: _____

Recommended by: Position's Manager: _____ **Date:** _____

Approved by:
Senior Manager: _____ **Date:** _____

POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.
June 2020

Job Fact Sheet Questionnaire

The Supervisor is accountable for providing leadership, supervision and administration for the College's accounting operations. The supervisor is responsible for ensuring all financial transactions are processed accurately, timely and cost effectively and that controls are in place to minimize financial loss and reputational risk and to ensure the integrity of the college's financial data.

Responsible for proactively addressing health and safety and ergonomics needs of staff to ensure issues are appropriately resolved in compliance with the Occupational Health and Safety Act

KEY DUTIES

Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

Key Duties	% of Time
1. Responsible for the development and implementation of processes and procedures to ensure financial transactions College wide (cashiering, student and trade receivables, including international, payables, banking, commodity taxes, delegation of authority etc) are captured accurately, timely and cost effectively and that controls are in place to protect the College's financial assets, reputation and that the services are delivered in a professional, respectful and responsive manner.	50%
2. Resolve issues as they arise related to cashiering, vendor payments, employee expenses, college credit cards, gifts in kind, etc, as well as, financial aspects of investigations regarding potential frauds/thefts.	15%
3. The position is responsible for leveraging the College's investment in systems to ensure processes within the area are efficient and that controls are in place to ensure the integrity of the data. The position is required to have a strong knowledge of both the finance module and student financials module within the College's ERP system and is responsible for identifying and resolving data and processing problems related to financial transactions. This requires an understanding of the cross functional business processes that impact these transactions. Resolving issues involves trouble shooting and working directly with other areas, including the Registrar's office and IT Services.	15%
4. Responsible for the College's day to day banking and payment solutions administration, including the technical interfaces and involvement with developing strategies to leverage the investment in technology to improve College services.	10%
5. Supervises, develops and evaluates staff. Manages the general accounting department support requirements, such as the storage room, office supplies, scanning of documentation, ensuring cheque stock is available, copiers & printers functioning, finance website, etc.	5%
6. Signing officer for College bank accounts, expense statements, student refunds, visas, etc.	5%
TOTAL:	100%

Job Fact Sheet Questionnaire

1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to **three examples** of the most important and difficult decisions that an incumbent is typically required to make.

The work is diversified and occasionally past practice is not available. The supporting system is complex and the nature of the duties are such that the position impacts the entire College, requiring the incumbent to interact with Leaders and staff across the College and with corporations and professionals outside the College, including financial institutions and auditors. Decision making requires consideration of Public Sector Accounting Board Principles, control principles, relevant legislation and Ministry Policy. The position requires effective information management skills, including identifying, synthesizing and communicating information.

1. *The Supervisor must ensure that controls related to financial transactions are in place across the college to protect the financial assets and the reputation of the College. This involves oversight of work performed by staff in various departments and physical locations. The organization is complex and new situations come up regularly.*

2. *The Supervisor must ensure systems are in place to process transactions on a timely and accurate basis. Late or incorrect billing, payments of invoices or receipting could impact the College's reputation and increase the risk of financial loss, add additional work to correct and potentially compromise the integrity of the college's financial statements.*

3. *The Supervisor must understand processes that cross the college departments, including the student system, procurement and payments to students and others. Since decisions or changes in one area has such a profound effect on another area, failure to consider the big picture could result in incorrect data being provided from one area to another.*

2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

Partial Secondary School

Secondary School Completion

Post Secondary

1-Year Certificate

4-Year Degree

2-Year Diploma

Master's Degree

3-Year Diploma/Degree

Post Graduate Degree

Professional Designation

Specify: **Accounting (CPA)**

Other

Specify: _____

Job Fact Sheet Questionnaire

Specify and describe any program speciality, certification or professional designation necessary to fulfil the requirements of the position.

A professional accounting designation.

Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, and operating equipment).

The incumbent must have experience utilizing an enterprise accounting system and must be fully knowledgeable in database, queries and spreadsheet software, such as excel.

3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent=s actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College=s recruitment requirements.

Experience required at the point of hire. Up to and including:

- | | |
|--|---|
| <input type="checkbox"/> 0 - no experience | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 month | <input checked="" type="checkbox"/> 5 years |
| <input type="checkbox"/> 3 months | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 12 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 15 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 17 years |

Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.

The work experience necessary to fulfil the requirements of the position would generally be obtained in a supervisory position in an accounting department in a large, public sector, unionized organization utilizing an enterprise system.

4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate or take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent=s ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/management systems.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

Job Fact Sheet Questionnaire

1. *Develops processes and implements procedures to ensure the controls and ongoing processing of financial transactions, payables, receipting, cashiering and banking. Manage the decisions regarding the appropriateness of supporting documentation for audit purposes and assess the audit risk regarding internal controls.*

2. *Reviews and approves account reconciliations prepared by support staff. Provides direction to support staff where a new situation and resulting transaction arises in the account reconciliation and staff is unsure how to handle.*

3. *Develops processes for ensuring the College is complying with CRA requirements for the receipting of gifts in kind, commodity taxes (including international tax compliancy) as well as other external contractual or legislated requirements. Investigates and develops a process for new or unique transactions to ensure compliance with the external requirements*

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

1. *Significant issues that would be subject to public scrutiny and have potential to negatively impact the college's reputation (for example – leading to criminal charges or front page news)*

2. *A major change in process or any decision to vary from College policies.*

3. *Decisions that have significant cost or risk to the department or College*

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- *Public Sector Accounting Board Guidelines*
- *Ministry Directives*
- *Canada Revenue Agency (CRA) rules and regulations*
- *Collective Agreements*
- *College policy*

5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.

1. *If proper controls are not operating effectively the College could be subject to theft, fraud and loss of confidence of the Board of Governor based on the external auditor's assessment
If CRA and international tax rules are not understood this would result in compliance issues, posing both reputational and financial risks to the College.*

2. *If analysis are not fully investigated incorrect decisions could be made in various departments of the College that are based on inaccurate data. There could be various impacts depending on the analysis, such as entering into agreements for reimbursement of expenses that do not cover the full costs.*

Job Fact Sheet Questionnaire

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
Internal to the College, e.g., students, staff, management, colleagues.	<i>Business/IT Analysts</i>	<i>Work with various business analysts relating to business processes, projects and related system implementations</i>	Occasional	Frequent
	<i>Management, Faculty and staff</i>	<i>Gain cooperation/support regarding following accounting processes and legislation</i>		F
	<i>Direct Reports</i>	<i>Review work, coach, evaluate, provide feedback and information</i>	O	
	<i>Student Governments (SAC & FSA)</i>	<i>Primary Finance representative/liason, reporting back to Manager any potential issues and updates</i>	O	F

Job Fact Sheet Questionnaire

7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

() Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- Not responsible for supervising or providing guidance to anyone.
- Provides technical and/or functional guidance to staff and/or students.
- Instructs students and supervises various learning environments.
- Assigns and checks work of others doing similar work.
- Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.

X **Manages the staff and operations of a program area/department.***

- Manages the staff and operations of a division/major department.*
- Manages the staff and operations of several divisions/major departments.*
- Acts as a consultant to College management.
- Other e.g., counselling, coaching. Please specify:
 - _____

* *Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.*

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

Manages Accounting staff, including accounts payable, reconciliation and general accounting functions by the Intermediate Accountant.

Job Fact Sheet Questionnaire

7b. SPAN OF CONTROL

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	3
Non-Full Time Staff (FTE) *	.7
Contract for Service **	
Total:	3.7

*** Full Time Equivalency (FTE) conversions for non full time staff are as follows:**

Academic Staff

Identify the total average annual teaching hours taught by all non full time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post secondary teachers and 760 hours for non-post secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non full time administrative staff for which the position is accountable and divide by 1820 hours.

** Contract for Services

When considering contracts for services, review the nature of the contractual arrangements to determine the degree of supervisory responsibility the position has for contract employees. This could range from no credit for supervising staff when the contracting company takes full responsibility for all staffing issues to prorated credit for supervising staff when the position is required to handle the initial step(s) when contract staffing issues arise.

Job Fact Sheet Questionnaire

8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Prolonged sitting at meetings	X				

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Job Fact Sheet Questionnaire

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Technical and analytical work to resolve problems with data and processing of financial transactions within the system. This requires concentration, working with IT, trouble-shooting problems, researching solutions.			X			/L
Providing advice to employees to assist with problem resolution		X				S

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

Job Fact Sheet Questionnaire

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Normal office environment			X
Travel to conferences and meetings	X		

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
N/A			

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.

Additional Notes Pertaining to this Position: