Accounting Assistant Evaluation
Administrative Procedure 2.C.100

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: February 2025

Date Amended:

Date: _____

Name: _____

Completed by: _____

Legend
C= consistently-almost all of the time
U= usually-more than half of the time
S= sometimes-less than half of the time
R= rarely-almost never or never
N/A= non-applicable

JOB RELATED SKILLS					
	C	U	S	R	N/A
Accurately maintains the financial accounting system including data entry for accounts payable and month end journal entries.					
Performs and maintains accounts payable processes including verification of receipt of items order by purchase order and authorization for payment of invoices and vouchers.					
Assigns and/or verifies codes on invoices and vouchers are in accordance with Division requirements.					
Maintains purchase order records for all locations and departments and prepares purchase orders when requested.					
Ensures GST rebates on all expenditures are claimed in accordance with federal eligibility rules.					
Ensures outstanding purchase orders are records as committed in the financial accounting system.					
Performs cheque runs and distributes cheques complete with payment information enclosures.					

	C	U	S	R	N/A
Coordinates and completes photocopy paper purchases and monitor inventory levels of same.					
Other related duties as may be assigned from time to time.					
PUBLIC RELATIONS	C	U	S	R	N/A
Works positively as part of the ESC team					
Interacts positively with school staff					
Interacts positively with the public					
PERSONAL QUALITIES / ATTIBUTES	C	U	S	R	N/A
Punctuality and Attendance					
Dependability					
Cooperation					
Enthusiasm					
Judgment					
Adaptability					
Confidentiality					
Personal appearance					
Attitude to work					
Accepts responsibility					
Accepts direction					

Growth Plan Goals: _____

_____

Areas of Strength: _____

_____

Suggestions for Improvement: _____

_____

Recommendations/Conclusions: _____

_____

I have read and received a copy of the evaluation.

_____   _____
EMPLOYEE SIGNATURE   DATE

_____   _____
EVALUATOR'S SIGNATURE   DATE

COMMENTS:

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