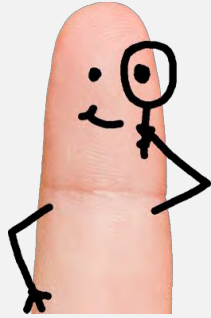


Date completed/revised: DD/MM/YYYY

Position Details

Title	Accountant		
Reports To	Insert title, not individual's name		
Department	Finance		
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY		
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable		
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable		
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week		
Location			
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP		
Salary Range	Insert salary range, or insert: "As per Job Classification"		
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable		



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- e. Handles monthly, quarterly and annual closings.
- f. Ensures timely bank payments.
- g. Manages balance sheets and profit/loss statements.
- h. Audits financial transactions and documents.
- i. Reinforces financial data confidentiality and conducts database backups when necessary.
- j. Computes taxes and prepares tax returns.
- k. Resolves accounting discrepancies.
- l. Determines payroll requirements; maintains payroll data; processes monthly payrolls.
- m. Interacts with internal and external auditors when completing audits.
- n. Complies with financial policies and regulations.
- o. Maintains the implementation of accounting and accounting control procedures.
- p. Recommends, develops and maintains financial data bases, computer software systems, and manual filing systems.

2. Managing Employees Example 20%

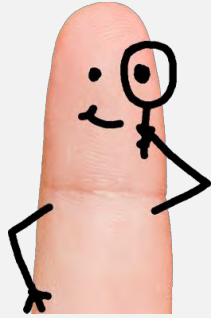
- a. Explains billing and accounting policies to staff, vendors, and clients.
- b. Assists in hiring and training junior accounting staff.
- c. Plans work and delegates clerical functions.
- d. Supervises the input and handling of financial data and reports for the Company's automated financial systems.
- e. Writes performance reviews, recommending certain action plans for employee development.

3. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Corporate tax accounting	x		
Risk management		x	



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- ♦ Adheres to procedures and standards.
- ♦ Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

MANAGING WORK

- ♦ Establishes a course of action for others to accomplish specific goals.
- ♦ Communicates objectives and goals.
- ♦ Plans assignments, staffing, and resources.
- ♦ Identifies priorities, critical paths, and deadlines.
- ♦ Schedules meetings, projects, and tasks.
- ♦ Establishes process and procedures.
- ♦ Coordinates and adjusts work plans.
- ♦ Uses planning, tracking, or time management tools.
- ♦ Develops and/or adheres to budget.

BEHAVE ETHICALLY / WITH INTEGRITY

- ♦ 'Walks the talk' and ensures that own behavior and that of others is consistent with Company values and beliefs.
- ♦ Takes pride in being trustworthy, open, honest and direct.
- ♦ Acts on values when it's not popular or easy to do so.
- ♦ Is prepared to take a stand on issues based on doing the right thing for the Company.
- ♦ Admits mistakes.

DECISION MAKING

- ♦ Identifies purposes and objectives, assesses situations, and makes decisions while exhibiting judgment and a realistic understanding of issues.
- ♦ When appropriate, involves others in the process.
- ♦ Uses reason even when dealing with emotional topics.
- ♦ Provides rationale for decision. Evaluates results.

TEAMWORK / COLLABORATION

- ♦ Works cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- ♦ Promotes collaboration and interaction.
- ♦ Works effectively with people with different abilities and perspectives.
- ♦ Resolves conflict quickly and lets it go.



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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.

Name	Title
Signature	Date