

**ACCOUNTS PAYABLE CLERK  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# ACCOUNTS PAYABLE CLERK

## Training Needs Assessment Evaluation Form

### Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Assessment Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided

2 – Needs improvement - employee can complete the task or perform the function with considerable assistance

3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance

4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance

5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

1 – Competency has little significant to the position

2 – Competency has minor significance to the position

3 – Competency is important to the position

4 – Competency has major significance to the position

5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

# ACCOUNTS PAYABLE CLERK

## Training Needs Assessment Evaluation Form

Major Category	Skill	Sub-Skill
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**Financial Management**

**Perform cash management**

Follow GAAP	Collect and deposit funds	Monitor spending															
P	S	5	P	S	5	P	S	5									

**Administer finances**

Order accountable forms	Prepare financial correspondence	Assist with preparation for audit															
P	S	4	P	S	3	P	S	4									

**Administer the payroll system**

Set up employee files	Process TD1s	Calculate salary	Calculate employee benefits	Calculate group insurance plan contributions	Calculate pension plan contributions												
P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5

Calculate source and misc. deductions	Calculate payroll tax	Verify time sheets	Process/ input payroll on ACCPAC	Verify data entries	Prepare WCB premium reports												
P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	4

Prepare and remit source deductions	Prepare and remit payroll tax	Update in-lieu time												
P	S	5	P	S	5	P	S	5						

Update leave credits	Compile monthly attendance summary	Issue year end attendance summary	Prepare T4 and T4as	Issue T4 and T4a summaries	Issue records of employment												
P	S	5	P	S	5	P	S	4	P	S	5	P	S	5	P	S	5

# ACCOUNTS PAYABLE CLERK

## Training Needs Assessment Evaluation Form

Major Category	Skill	Sub-Skill																						
<b>Financial Management</b>	<b>Administer the payroll system</b>	Prepare casual payroll pay sheets	Verify coding of pay sheets	Obtain signatures	Batch pay sheets for data entry	Prepare cheques for signature																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5			
	<b>Process financial transactions</b>	Input opening entries	Enter budgets	Input adjusting entries	Prepare general ledger listings	Prepare trial balances	Reconcile bank statements																	
		P		S	5	P		S	4	P		S	5	P		S	5	P		S	5	P		S
	<b>Process financial transactions (accounts payable)</b>	Verify accounts payable and payroll	Reconcile general ledger accounts	Prepare monthly financial statements	Reconcile accounts monthly and at year end	Close out year end documents	Maintain financial filing system																	
		P		S	5	P		S	5	P		S	4	P		S	5	P		S	5	P		S
<b>Process financial transactions (accounts payable)</b>	Prepare purchase orders	Cross reference documents	Prepare cheques	Issue cheques	Process purchase orders	Verify disbursements																		
	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
<b>Process financial transactions (accounts payable)</b>	Reconcile payables	Reconcile petty cash	Prepare aged vendor listing	Prepare AP journal summaries	Prepare batches for data entry	Record all cheques in log book																		
	P		S	5	P		S	4	P		S	4	P		S	5	P		S	5	P		S	5
<b>Process financial transactions (accounts payable)</b>	Maintain listing of accounts payable	Maintain updated vendor files and file numbers	Prepare invoices	Verify invoices	Issue invoices	Collect receivables																		
	P		S	4	P		S	3	P		S	5	P		S	5	P		S	5	P		S	5

# ACCOUNTS PAYABLE CLERK

## Training Needs Assessment Evaluation Form

Major Category	Skill	Sub-Skill												
<b>Financial Management</b>	<b>Process financial transactions (accounts payable)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Issue receipts</td> <td style="width: 16.6%;">Issue customer statements</td> <td style="width: 16.6%;">Make bank deposits</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td></td> <td></td> <td></td> </tr> </table>	Issue receipts	Issue customer statements	Make bank deposits				P     S   5	P     S   5	P     S   5			
	Issue receipts	Issue customer statements	Make bank deposits											
	P     S   5	P     S   5	P     S   5											
<b>Possess knowledge of financial management</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of accounts payable</td> <td style="width: 16.6%;">Possess knowledge of general ledger systems</td> <td style="width: 16.6%;">Possess knowledge of payroll systems</td> <td style="width: 16.6%;">Possess knowledge of financial resolutions</td> <td style="width: 16.6%;">Possess knowledge of financial legislation</td> <td style="width: 16.6%;">Possess knowledge of financial systems</td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> </tr> </table>	Possess knowledge of accounts payable	Possess knowledge of general ledger systems	Possess knowledge of payroll systems	Possess knowledge of financial resolutions	Possess knowledge of financial legislation	Possess knowledge of financial systems	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	
Possess knowledge of accounts payable	Possess knowledge of general ledger systems	Possess knowledge of payroll systems	Possess knowledge of financial resolutions	Possess knowledge of financial legislation	Possess knowledge of financial systems									
P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of bookkeeping procedures</td> <td style="width: 16.6%;">Possess knowledge of office procedures</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   5</td> <td>P     S   4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess knowledge of bookkeeping procedures	Possess knowledge of office procedures					P     S   5	P     S   4					
Possess knowledge of bookkeeping procedures	Possess knowledge of office procedures													
P     S   5	P     S   4													
<b>Perform Administrative Functions</b>	<b>Schedule work</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td></td> <td></td> <td></td> </tr> </table>	Follow work plans	Organize tasks	Meet deadlines				P     S   5	P     S   5	P     S   5			
	Follow work plans	Organize tasks	Meet deadlines											
P     S   5	P     S   5	P     S   5												
<b>Technical Skills</b>	<b>Possess computer skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use computerized accounting programs</td> <td style="width: 16.6%;">Use word processing programs</td> <td style="width: 16.6%;">Use spreadsheet programs</td> <td style="width: 16.6%;">Use database programs</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   3</td> <td></td> <td></td> </tr> </table>	Use computerized accounting programs	Use word processing programs	Use spreadsheet programs	Use database programs			P     S   5	P     S   5	P     S   5	P     S   3		
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P     S   5	P     S   5	P     S   5	P     S   3											
<b>Human Resource Management</b>	<b>Work in a team environment</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Work cooperatively with others</td> <td style="width: 16.6%;">Oversee casual employees</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   5</td> <td>P     S   3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees					P     S   5	P     S   3				
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P     S   5	P     S   3													

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Major Category	Skill	Sub-Skill																							
<b>Human Resource Management</b>	<b>Administer personnel policies</b>	Administer personnel policies	Administer employee benefit plans	Maintain personnel records																					
		P		S	3	P		S	5	P		S	5												
<b>Communication</b>	<b>Use effective communication</b>	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively	Maintain good employee relations																			
		P		S	4	P		S	3	P		S	5	P		S	4	P		S	4				
<b>Professionalism</b>	<b>Demonstrate good work habits</b>	Manage stress	Take direction	Be self-motivated	Be dependable	Maintain confidentiality	Make effective decisions																		
		P		S	4	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4
	<b>Demonstrate good work habits</b>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision																		
		P		S	5	P		S	4	P		S	5	P		S	4	P		S	5	P		S	5
		Meet deadlines	Use analytical skills	Be responsible	Be a team player																				
		P		S	5	P		S	5	P		S	5	P		S	5								
	<b>Demonstrate positive personal attributes and ethical behaviour</b>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient																		
		P		S	5	P		S	4	P		S	5	P		S	5	P		S	5	P		S	5
	<b>Demonstrate positive personal attributes and ethical behaviour</b>	Maintain a positive attitude	Be honest	Possess a sense of humour																					
		P		S	5	P		S	5	P	4	S	4												

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Professionalism	Respect self and others	Display tact				Cooperate with others				Respond positively to others				Be courteous																			
		P		S	5	P		S	5	P		S	5	P		S	4																

**ACCOUNTS PAYABLE CLERK**  
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**Comments:**

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan



**ACCOUNTS PAYABLE CLERK  
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

# ACCOUNTS PAYABLE CLERK Training Needs Assessment Evaluation Form

## 5. Recommended Training

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## 6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: