

**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 Training Needs 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):

- 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

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

- 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																							
Financial Management (Cont.)	Administer the payroll system (cont.)	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				
	Process financial transactions	Receive and verify invoices and requisitions	Verify that transactions comply with financial policies and procedures	Prepare batches of invoices for data entry	Manage the weekly cheque run	Record all cheques	Prepare vendor cheques for mailing																		
		P		S	5	P		S	4	P		S	5	P		S	5	P		S	5	P		S	5
		List all vendor cheques in the log book	Prepare manual cheques when required	Maintain listing of accounts receivable	Maintain the general ledger	Maintain updated vendor files and file numbers	Print and distribute monthly reports																		
		P		S	5	P		S	5	P		S	4	P		S	5	P		S	5	P		S	4
	Provide administrative support	Maintain inventory files	Monitor and order office supplies	Prepare purchase orders	Prepare travel and accommodation warrants and travel advances	Review and verify travel claims	Maintain a filing system for all financial documents																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
	Provide receptionist services	Greet and assist visitors	Answer phones	Direct calls and respond to inquiries	Collect money and provide receipts																				
		P		S	5	P		S	4	P		S	4	P		S	4								

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Major Category	Skill	Sub-Skill												
Financial Management (Cont.)	Possess knowledge of financial management	<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 <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 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 <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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<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></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess knowledge of bookkeeping procedures	Possess knowledge of office procedures					P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4						
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P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4													
Perform Administrative Functions	Schedule work	<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></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Follow work plans	Organize tasks	Meet deadlines				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5			
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Human Resource Management	Work in a team environment	<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></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees					P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Administer personnel policies</td> <td style="width: 16.6%;">Administer employee benefit plans</td> <td style="width: 16.6%;">Maintain personnel records</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Administer personnel policies	Administer employee benefit plans	Maintain personnel records				P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5					
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Read and comprehend business documents</td> <td style="width: 25%;">Write clearly and concisely</td> <td style="width: 25%;">Practice good listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Maintain good employee relations</td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 3</td> <td>P S 5</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	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	
		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										
Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Manage stress</td> <td style="width: 25%;">Take direction</td> <td style="width: 25%;">Be self-motivated</td> <td style="width: 25%;">Be dependable</td> <td style="width: 25%;">Maintain confidentiality</td> <td style="width: 25%;">Make effective decisions</td> </tr> <tr> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	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
		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								
	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Manage time</td> <td style="width: 25%;">Perform related duties</td> <td style="width: 25%;">Be punctual</td> <td style="width: 25%;">Be flexible</td> <td style="width: 25%;">Be organized</td> <td style="width: 25%;">Work with minimal supervision</td> </tr> <tr> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	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
		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								
Demonstrate positive personal attributes and ethical behaviour	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Meet deadlines</td> <td style="width: 25%;">Use analytical skills</td> <td style="width: 25%;">Be responsible</td> <td style="width: 25%;">Be a team player</td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P S 5	P S 5	P S 5	P S 5		
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P S 5	P S 4	P S 5	P S 5	P S 5	P S 5									
Respect self and others	Respect self and others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain a positive attitude</td> <td style="width: 25%;">Be honest</td> <td style="width: 25%;">Possess a sense of humour</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P 4 S 4</td> <td></td> <td></td> <td></td> </tr> </table>	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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Respect self and others	Respect self and others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Display tact</td> <td style="width: 25%;">Cooperate with others</td> <td style="width: 25%;">Respond positively to others</td> <td style="width: 25%;">Be courteous</td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			P S 5	P S 5	P S 5	P S 4		
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P S 5	P S 5	P S 5	P S 4											

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

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: