

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED  
BY UWOSA COLLECTIVE AGREEMENT  
(Reference Collective Agreement Article 44)  
Attention: Job Evaluation Appeals Committee

(A) Contact Information:

Name of person requesting appeal: Sarah Wallace  
Title: Clerk 4  
Phone: Xt. 84853  
Email: SWALLACE@U.W.O.CA  
Department: LIRM

(B) Position Information:

Current Incumbent: Sarah Wallace  
Current Classification: Clerk 4  
Classification Being Appealed: Clerk 4  
Date Evaluation Results Letter Received: March 14, 2011

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: The span of control of  
responsibilities have changed considerably  
to warrant reclassification of this position.  
Please see attached supporting information

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Sarah Wallace Date: March 16, 2011

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.

## Supporting Information:

The incumbent has accepted added responsibility for payment of aprx.7000 serials annually(includes:memberships,electronic packages,software)which can consist of a single item in excess of \$1,000,000.Is responsible to calculate and appropriate the correct amounts to various funds,extra charges and taxes.Communication with the UWO Finance Dept is required in determining the most efficient route to expedite these payments securely.

The incumbent has accepted added responsibility to ensure the important "From and To"dates on these serial invoices are accurate when adding them to the payments.The information entered, supports collections information and decision making.Ramifications of any errors would effect the Librarians' budget.

The incumbent is responsible to maintain current knowledge and practice of the various taxes in place(gst,gsr,hst,hsr)and how they apply to each invoice.Calculations are made to separate and allocate the monies where required and vendors are notified if corrections are warranted.Example:gst is charged on a book but hst is charged on a "phone charge"on the same invoice.The total tax charged needs to be calculated and entered accordingly.

The added responsibility of the download electronic invoices from vendors consists of implications and various calculations which the incumbent must prepare and rectify before payment on the UWO financial system is entered manually.Examples would be,missing PO#s in which case searches would be conducted to find the correct ones and then imputed accordingly.Currency needs to be determined and updated.Calculations of various taxes,handling and shipping charges also are added.Some of these invoices can be very large files consisting of 300+ po#s.

The incumbent now monitors and coordinates the scheduling of payment dates,as well as the currency rates for high ticket items which is important to maximize the financial position of the University.

The incumbent is expected to monitor and reconcile(once a week)aprx 8 peoplesoft accounts in order to balance the Western Libraries acquisitions budget.This involves generating reports of the fund information on the ILS and Peoplesoft systems,comparing totals,investigating discrepancies and applying the proper corrections to any errors.Detailed and time consuming but an important task to ensure the Library budget balances on both systems.

The incumbent monitors some online deposit accounts(Council of Ontario Universities,Canadian Research Knowledge Network) by reconciling and processing all invoices pertaining to the pre payment sent by the incumbent which can exceed \$1000,000.00Responsible to enter all information for these invoice/statements ,throughout the entire fiscal year as received regarding,amount charged,period coverage(From and To dates) and any important notes.This is important to balance these accounts at our Fiscal year end.

Invoices that are exported from the ILS and then imported to the excel spreadsheet, to the University financial system, is a new lengthy and detailed process which the incumbent is responsible for the complete transaction.

All of the above added responsibilities are new to this position and I feel warrant re-classification.

16<sup>th</sup> March, 2011

Human Resources/ JEAC

I support the Appeal decision put forth by Sarah Wallace due to the increase of new responsibility in her Job Description.

However, I do not have the expertise to determine what level this position should be evaluated at.



Anne Deacon

Manager, Acquisitions

D. B. Weldon Library

661-3163 (83163)

**UWOSA JOB EVALUATION RECORDING FORM**

**Office Support Plan**

(APPEAL)

**Dept:** Western Libraries  
**Dept. Num.**  
**Incumbent:** Nada Robson and Sarah Wallace  
**Citite Mem.Present:** UWOSA: K. Foullong, J. Millette, M. Parker,  
 ADMIN: J. Asuncion, L. Brock, C. Bumbacco

**Job Title:** Accounts Payable

**Eval. Date:** May-11

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile - = +		
			Educ	4				
			Exper.	E	115			
II	Initiative	Functional independence but works within generally regulated function						
				3	35			
III	Complexity/Judgement	Standardized. Within limits - standards of accounting / financial protocols						
				3	25			
IV	Contacts	Interpretive. Deals with routine contacts but also has regular contacts, requiring courtesy and tact						
				3	45			
V	Errors	May cause delay						
				3	45			
VI	Supervision of Others	Incidental	Char.	1				
			Scope	A	5			
VII	Effort/Demands	Repetitive but requiring close attention to detail						
				3	60			
VIII	Physical Environment	Normal office environment						
				1	10			

**CLASSIFICATION ASSIGNED**

**Total Pts:** 340

**Group:** \_\_\_\_\_ **Salary Grade** \_\_\_\_\_

**Level:** \_\_\_\_\_ **10** \_\_\_\_\_

**Co-Chair Signatures:** UWOSA: Mike Parker \_\_\_\_\_

ADMIN: Joanna Asuncion \_\_\_\_\_

**POSITION DESCRIPTION  
QUESTIONNAIRE**

*The* UNIVERSITY of WESTERN ONTARIO  
**EMPLOYEE RELATIONS**

PRESENT INCUMBENT		POSITION IDENTIFICATION	
SURNAME	INITIALS	DEPT. NO	P.S. JOB CODE
Wallace	S		

BASIC POSITION INFORMATION

DEPT. NAME LIRM (WESTERN LIBRARIES)

SECTION NAME ACCOUNTING DEPT

LOCATION Elburn College

WORK WEEK HRS. 35

FOR SALARY ADMINISTRATION USE	
CLASS'N	_____
CLASS'D	EFFECT
Date	Date
ANALYST	_____

SUPERVISOR SURNAME	INITIAL	PHONE
DEACON	A	8316 3

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	( 90 )	%
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The objective is to:

- Process invoices to provide accurate payment to vendors on a timely basis( approx. 26,000 monographs and 7000 serials annually) (Western Libraries Acquisitions Budget – 13 million dollars)
- Maintain the interface between Western Libraries (WL) Integrated Library System (ILS) and the UWO financial system
- Ensure all payments are legitimate, and appropriately authorized (1 invoice can exceed 1 million dollars)
- Follow all auditing standards as outlined by the University

This requires the incumbent to:

- Be detail oriented to ensure accuracy
- Maintain relations with the University's Financial Services to keep up with current practices and changes
- Prepare each invoice ensuring correct currency, country of origin, appropriate fund codes, receipt of material, "From and To" dates in serial invoices, vendor code, vendor 's address, appropriate taxes,

appropriate discounts, HST number and payment method and terms.

- Prepare invoices for a variety of materials including, but not limited to monographs, serials, electronic packages, memberships, software, etc.
- Manages the input of accurate invoice data into the ILS. Format of invoices may be paper or electronic. Electronic invoices are downloaded when notification is received from the vendor, and then verified and edited as required for Example; separate and allocate funds, update currency, update titles, calculate various taxes and shipping.) Electronic invoices are then entered manually on the University financial system.
- Paper invoices are exported from the ILS and then imported to an Excel spreadsheet. Edit checks are run on the data and any errors are corrected by the incumbent. Invoices are then imported electronically into the University financial system.
- Ensure accuracy of invoices by deleting line payments for material not accepted by the Library, processing credits for returned materials or refunds from vendors
- Coordinate and schedule date of payment to ensure that payments are made 'just in time' to maximize the financial position of the University
- Update currency exchange rates on the ILS weekly.
- Monitor and archive the ILS payment history file on a weekly basis to ensure retention of financial transactions.
- Interact with vendors, Financial Services, WL Business Office to resolve any payment problems or questions.(Example; vendors would be contacted regarding electronic invoice problems, Financial Services would be contacted regarding - lost or stolen cheques, payment issues, invoice data transfer problems, tax issues. WL Business Office would be contacted for journal entries, returned cheques, and credit card reconciliation.
- Perform reconciliation between the ILS and the University financial system on a daily basis to ensure both systems are balanced through the identification and resolution of errors.
- Scrutinize invoices for ancillary funds ensuring proper calculations i.e. special funds.
- Ensure the vendor's business information is correct and that it is identical in both WL ILS and the University financial system for correct cheque production

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NO.

OTHER DUTIES (less than 10%)

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- Perform annual year end processes in tandem with the University financial systems
  - Support the work of internal and external auditors as required
  - Provide training for employees as required
  - Make recommendations for workflow changes
  - Experiment with new and efficient methods of invoice processing
  - Undertake special projects
  - Provide payment information and interpretation to Western Library Staff on request
  - Other duties as assigned
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- 2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

Not Applicable.

- 3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.

Not Applicable

4. IF YOU COMPOSE (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Complete	Verifying payment information to vendors
<input checked="" type="checkbox"/> Reports	<input type="checkbox"/> Complete composition	Vouchers, currency, encumbrance file, payment
	<input checked="" type="checkbox"/> Prescribed format	History file, posting pay files
<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> Complete composition	Documents supporting referrals; position descriptions; pay file statistics.
	<input checked="" type="checkbox"/> Partial composition ...	- request for cancelled cheques
	<input checked="" type="checkbox"/> Prescribed format	-debit memos
		-new vendor setups & changes
		-cheque requisitions

- 5) WHAT ARE THE MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

SKILLS:

- Demonstrated knowledge of accounting processes, procedures and financial reporting
- Demonstrated knowledge of the University financial system
- Attention to detail
- Flexibility to change work processes as required
- Excellent communication written and oral communication skills
- Excellent analytical skills and initiative in resolving problems and providing follow-up
- Ability to work independently and a member of team
- Ability to work accurately and efficiently in a stressful environment
- Computer literate with proficiency in Word, Excel, Internet/Email application

EXPERIENCE:

- Experience in a University financial setting
- Knowledge of taxation applications related to library materials
- Experience in integrated online library system, preferably with Innovative Interface
- Experience with an online financial system, preferably with PeopleSoft financials

## EDUCATION:

- Graduate of university or college with area of concentration in Accounting or Business Administration

## 6. PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.

The incumbent is expected to work in an independent manner being entirely responsible for the quality of any work undertaken. This work is not revised by other staff once the initial training period has been completed. The incumbent reports to the Manager, Acquisitions for supervision, setting and clarification of policies and procedures, problems resolution and other matters pertaining to departmental operations. Quality management is a continuous process and frequency of consultation varies according to the frequency of problems.

## 7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- investigates inquiries from vendors, staff and other Library departments regarding payment queries
- manages returned, lost or stolen cheques which is a complex process involving contacting vendors, bank and finance
- solve errors which frequently arise during uploads, extracts and voucher build procedures
- identify and resolve all errors and discrepancies when reconciling approximately 8 PeopleSoft accounts to balance the Western Libraries Acquisitions Budget.

## 8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- policy decisions, placing holds on vendor accounts, setting up deposit accounts and ensuring system upgrades are implemented appropriately (Manager Acquisitions)
- technical equipment questions (Library Information Technology Services)
- problems with data transfer (University Financial Services)
- credit card payment problems (WL Business Office)
- problems related to consortial purchases (Assistant University Librarian – Information Resources and Access)
- staff issues or concerns (HR policies/procedures, Health & Safety)

## 9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- daily workflow
- actively participates in department operations, contributing new approaches to tasks and suggestions for continuous improvement of procedures and processes

- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR MOST IMPORTANT CONTACTS (in person, by telephone, or in writing). Please exclude contacts with your supervisor and your subordinates. Include groups as well as individuals.

CONTACT'S TITLE COMMUNICATION (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE concerning...)
General Accounting Systems Manager, Financial Systems	External	Weekly	Issues concerning transfer of payment files for the ILS and University Financial Services ,new fund accounts, taxes
Vendors	External	Weekly	Problem resolution
Purchasing	External	Weekly	Setting up vendors
Financial Services	External	Daily	Problem resolution, queries
Library Business Office	External	Weekly	Problem resolution, queries
Assistant University Librarian (Information Resources and Access)	Internal	Daily	Currency, consortia purchases, currency Expenditures, currency changes to the budget, purchases
UWO Bookstore	External	Monthly	Accounting problem resolution
Workflow Coordinator	Internal	Weekly	Obtaining access for new electronic resources orders
Western Archives	External	Monthly	Organize and schedule transfer and storage of invoice files annually. Retrieve files as requested
Materials Maintenance Staff, Weldon Library	External	Monthly	Binding queries
Customs and Traffic	External	Monthly	Tracking taxes, copies of invoices
Supervisor of General Acct	External	Monthly	Bank issues eg. currency rates, adjustments

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member Signature Sarah Wallace Date: Oct 15, 2010

Present Classification: CLERK 4

Supervisor Signature: Anna Leason Date: Jan 18, 2011

Assistant University Librarian  
Information Resources and  
Access Signature Kari Marshall Date: Jan 18/11

University Librarian  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

# POSITION DESCRIPTION QUESTIONNAIRE

The UNIVERSITY of WESTERN ONTARIO  
EMPLOYEE RELATIONS DEPARTMENT

## A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

## B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Human Resources at extension 82194.

## C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in the Human Resources Department.
2. The following table may be helpful in determining annual time percentages:  

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

## D. NOTES

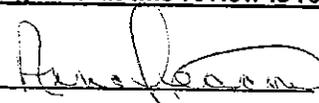
1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

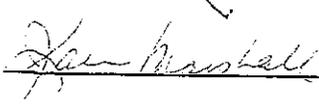
**Please complete below and forward with the Questionnaire.**

### Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

### Routing approvals: I agree that this review is required

Immediate supervisor 

Department Head 

Dean's Office \_\_\_\_\_

Date \_\_\_\_\_