

Job Class Profile: Co-operatives Examiner

Pay Level: CG-35 **Point Band:** 766-789

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	5	4	4	1	3	
Points	280	83	13	19	150	87	83	21	32	768

JOB SUMMARY

The Co-operatives Examiner is responsible for financial analysis, monitoring and auditing work relating to co-operatives and credit unions in the Province.

Key and Periodic Activities

- Assists the Supervisor of Examinations in performing examination of credit unions.
- Maintains registry functions and co-ordinates annual filing of returns and related documentation for all credit unions.
- Examines the by-laws of the credit unions and ensures compliance with the Credit Union Act and Regulations, policy, and sound business practices.
- Co-ordinates, collects, and updates information for the internet site.
- Responds to inquiries of credit unions and members, law firms, or other agencies.
- Distributes monthly financial and other reports to staff as part of the financial monitoring program.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of Canadian General Accepted Accounting Principles (GAAP), Credit Union Act and Regulations, Bank Act, lending policies, and financial analysis.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Commerce or Business Administration.

Years of Experience:

- Minimum: 4–5 years experience.

Competencies:

- Strong communication and analytical skills.
- Strong oral and written communication skills.
- Computer training and ability in various software programs with an emphasis on Microsoft Excel Worksheets and accounting functions.

Interpersonal Skills

- Interpersonal skills are used to listen to information from other people, ask questions to get information, provide routine information to others. Occasionally provides complex information and direction to others, and coaches or mentors.
- Interpersonal skills are required to effectively communicate with the supervisor, manager and credit union staff in an effective manner; give advice when required; and exercise tact and good judgement in obtaining the necessary information.
- The most significant contacts are Supervisor of Examinations; Manager of Operations; and Credit Union staff or managers.

EFFORT

Physical Effort

- Job requirements occasionally results in fatigue.
- There is a regular requirement to lift objects less than 10 lbs, and occasional requirement to lift up to 25 lbs. Most of the lifting required is boxes of files or laptop computer.
- Occasionally, standing, walking and driving is required.
- Fine finger precision work is required while sitting and working on a computer to perform work which is usually for extended periods of time.

Concentration

- **Visual** concentration is constantly required when entering data in a program to ensure accuracy and completion.
- **Auditory** concentration or strain is regularly experienced when listening on the phone and when conducting one-on-one interview with persons being audited.
- **Repetition requiring alertness** is constantly required for keying data into programs.
- **Time pressures/deadlines** are experienced on a regular basis due to defined periods of time to conduct audits.
- **Exact results and precision** is required when entering specific data into reports accurately.

Complexity

- Work tasks are different but related, well defined, and involve a wide variety of responsibilities.
- While some challenges and problems are simple with obvious solutions and can be addressed by following procedures and guidelines, others require the development of complex solutions relating to the operational aspects of the business (processes, procedures, etc.).
- A typical challenge in is the completion of the required review of files and accounts in a timely manner. This requires a comprehensive review and a report on each file, ensuring all items are addressed, and that the reporting is correct and complete.
- When addressing typical challenges or problems reference can be made to auditing guidelines, loan policy documents, various acts and regulation, and assistance from the supervisor.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks are generally prescribed or controlled. — General direction is provided to work independently on daily work. — Audits (examinations) are completed with relative independence and judgement. However final decisions regarding reporting are at the discretion of the supervisor. Supervisory approval is also required for travel.
Impact
<ul style="list-style-type: none"> — Generally has impact outside the organization, on clients, processes and systems, and information. In terms of performing audits, if items or discrepancies are reported, the direct impact is to the credit union. Additionally, information is communicated daily to clients regarding processes and procedures, and changes to policies. — Errors may have some impact on the immediate work area as all work reports are reviewed by the immediate supervisor, which limits the consequences of errors to within the immediate work area only. For example, an incorrect assessment of information provided could result in an error. The supervisor would likely detect the error and it would be corrected prior to report being issued. — Errors are identified and resolved within hours of problem identification.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — May provide occasional advice/guidance.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Safety precautions and equipment are not required. — Regularly exposed to confining work spaces and lack of privacy when performing audits at credit unions. Exposure to travel and adverse weather conditions when traveling to conduct audits.