

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

ACCOUNTANT I – ACCOUNTS PAYABLE SPECIALIST

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Assist in writing Purchase Orders	ME	NI	U
Maintain Purchase Order log for use in reconciliation with invoices	ME	NI	U
Assist with training staff as needed in proper accounts payable procedures	ME	NI	U
Match bills with pre-approved documentation	ME	NI	U
Verify and prepare vouchers for payment	ME	NI	U
Set up new vendor files in the accounting system including requesting Federal Tax ID numbers and current IRS Form W9	ME	NI	U
Contact vendors when needed to clarify and / or assure adequate documentation of expenditures	ME	NI	U
Review bills for accuracy, prepare for payment and print checks	ME	NI	U
Maintain a manual ledger and checks for Parent Activity Account	ME	NI	U
Work closely with staff and vendors to ensure proper documentation and timely payments	ME	NI	U
Respond to accounts payable inquiries and follow-up with needed response	ME	NI	U
Assist with related special projects as required	ME	NI	U
Interact with coworkers and the community to build productive and collaborative relationships	ME	NI	U
Assist in the accomplishment of other department duties	ME	NI	U

Attend and participate in all appropriate meetings and trainings as assigned	ME	NI	U
Maintain confidentiality of all agency information, including information relative to Head Start children, families and staff	ME	NI	U
Comply with agency and funding source policies, procedures and regulations	ME	NI	U
Maintain professional competence, knowledge and skills necessary for satisfactory performance of all assigned responsibilities	ME	NI	U

Comments:

Compliance/General Ledger

Complies with Agency and funding sources policies, procedures and regulations	ME	NI	U
Maintains In-Kind database by entering data accurately and timely, runs reports and makes journal entries in the accounting system	ME	NI	U

Comments:

Department Support/Confidentiality

Communicates policies and procedures with other department staff/users of the fiscal reporting system	ME	NI	U
Serves as back-up to other Accountants as needed	ME	NI	U

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**