

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

ACCOUNTANT I – ACCOUNTS RECEIVABLE AND 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

Payroll

Sets up employee payroll records such as scheduled/budgeted hours, base pay and other withholding leave records, and other payroll history	ME	NI	U
Prepare weekly cash deposits	ME	NI	U
Enter cash receipts, charges and updates into accounts receivable ledger by client	ME	NI	U
Review subsidy awards and remind staff and parents of renewal time	ME	NI	U
Review receipts for timely payments, contact parent, staff, and/or subsidy source when payment is late or incorrect	ME	NI	U
Assist with training staff as needed in proper accounts receivable accounting procedures	ME	NI	U
Answer accounts receivable inquiries and follow-up as needed.	ME	NI	U
Reviews employee time sheets for accuracy and completeness, prepares payment and prints checks.	ME	NI	U
Works closely with staff to ensure proper documentation and timely payments.	ME	NI	U
Creates and transmits ACH Direct Deposit file to proper financial institution.	ME	NI	U
Maintains payroll fiscal files.	ME	NI	U
Completes/responds to employment verification requests.	ME	NI	U
Responds to payroll inquiries in a respectful service oriented manner.	ME	NI	U

Comments:

Compliance/General Ledger

Complies with Agency and funding sources policies, procedures and regulations	ME	NI	U
Generates and submits Life/LTD imports to accounting system.	ME	NI	U
Creates Payroll Imports and posts into general ledger 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**