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Management	FA131	Corporate Tax Supervisor	706
"	FA132	Corporate Tax Supervisor	707
"	FA133	Manager Property Tax	708
"	FA134	Manager, Federal Income Tax - Corporate	709
"	FA135	Manager, Payroll/Sales and Use Tax	710
"	FA136	Tax Manager	711
"	FA137	Director - Taxes	712
"	FA138	Vice President, Taxes.....	714

JOB FAMILY: FINANCE (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
INTERNATIONAL FINANCE			
Professional	FA139	Executive Assistant, Financial Management	716
"	FA140	International Staff Accountant	717
"	FA141	Project Accountant III - International	718
"	FA142	Senior Financial Analyst - International	719
"	FA143	Manager Accounting - International	720
"	FA144	Director of Tax Administration - Corporate	721
"	FA145	Assistant Controller, International	722
"	FA146	Assistant Treasurer, International	723
Management	FA147	Manager, Financial Planning and Reporting	725
"	FA148	Tax Manager	727
"	FA149	Manager of Financial Reporting	728
"	FA150	Director Project Accounting	730
"	FA151	Director of Taxes, Insurance, and Benefits/Assistant Controller	731
"	FA152	Director of Internal Audit	733
"	FA153	Director Finance - International	734
AUDIT			
Technical/Clerical	FA154	Assistant Auditor	736
Professional	FA155	Auditor Junior	738
"	FA156	Staff Auditor	739
"	FA157	Internal Auditor Assistant	740
"	FA158	Junior Corporate Auditor	742
"	FA159	Staff Auditor	743
"	FA160	Internal Auditor Staff - Corporate	744
"	FA161	Senior Internal Auditor	745
"	FA162	Senior Internal Auditor	747
"	FA163	Senior Auditor	748
"	FA164	EDP Auditor	750
"	FA165	Auditor I	751
"	FA166	Senior Internal Auditor - EDP	752
"	FA167	EDP Systems Auditor	754
Management	FA168	Senior Supervising Internal Auditor - Corporate	756
"	FA169	Assistant General Auditor	758
"	FA170	Manager - Internal Audit	760
"	FA171	Manager of Internal Audits	761
"	FA172	Internal Audit Manager - Information Systems	763
"	FA173	Manager, Computer Audit	765
"	FA174	Director, Internal Audit	767
INVESTOR RELATIONS			
Technical/Clerical	FA175	Stock Transfer Representative	770
"	FA176	Shareowner Services Specialist	772
"	FA177	Executive Administrative Assistant	773
Professional	FA178	Shareowner Services Coordinator	774
"	FA179	Shareowner Services System Analyst	775
Management	FA180	Supervisor, Shareholder Services	776
"	FA181	Corporate Investor Relations and Trust Funds Supervisor	778
"	FA182	Manager of Shareowner Services	780

JOB FAMILY: FINANCE (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
INSURANCE/RISK MANAGEMENT			
Technical/Clerical	FA183	Coordinator - Corporate Risk.....	784
"	FA184	Claims Specialist.....	786
"	FA185	Administrative Assistant - Risk	787
"	FA186	Risk Management Assistant I	788
Professional	FA187	Insurance Administrator.....	789
"	FA188	Risk Administrator - Corporate.....	791
"	FA189	Administrative Analyst - Risk.....	792
"	FA190	Assistant Risk Manager	793
"	FA191	Risk Manager.....	794
"	FA192	Claims Administrator.....	795
"	FA193	Risk Management Associate.....	796
Management	FA194	Supervisor, Risk Management.....	797
"	FA195	Director - Risk Management.....	798
"	FA196	Director of Risk Management.....	799

JOB FAMILY: ADMINISTRATIVE SERVICES

OFFICE SERVICES/ADMINISTRATION

Technical/Clerical	AD001	Business Unit Administrative Coordinator.....	802
"	AD002	Administrative Assistant.....	804
"	AD003	Research Administrative Assistant Supervisor	805
"	AD004	Administrative Assistant.....	806
Professional	AD005	Administrative Aid.....	808
"	AD006	Administrative Services Process Analyst.....	809
"	AD007	Administrative Assistant II	810
"	AD008	Administrative Assistant II	811
"	AD009	Senior Administrative Coordinator.....	813
Management	AD010	Administrative Services Supervisor.....	814
"	AD011	Office Services Administrator I.....	815
"	AD012	Office Manager III	816
"	AD013	Manager, Business Services.....	817
"	AD014	Plant Administrative Manager I, II, III	818
"	AD015	Division Administrative Manager I, II, III.....	819
"	AD016	Manager of Administrative Services.....	820
"	AD017	Manager of the Office Services Section	822
"	AD018	Corporate Services Manager.....	824

SECRETARIAL

Technical/Clerical	AD019	Secretary I, II, III, IV	826
"	AD020	Secretary I.....	827
"	AD021	Secretary	828
"	AD022	Secretary	829
"	AD023	Senior Secretary	831
"	AD024	Senior Secretary	832
"	AD025	Administrative Secretary.....	833
"	AD026	Administrative Secretary.....	835
"	AD027	Executive Secretary	836

JOB FAMILY: ADMINISTRATIVE SERVICES (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
SECRETARIAL (continued)			
Technical/Clerical	AD028	Senior Executive Secretary	838
"	AD029	Senior Executive Secretary	839
"	AD030	Technical Secretary II	841
"	AD031	Legal Secretary I	842
"	AD032	Legal Secretary	843
"	AD033	Legal Secretary II	844
"	AD034	Senior Legal Secretary	846
"	AD035	Secretary to the President and Chief Executive Officer	847
"	AD036	Secretary to the Board of Trustees	848
"	AD037	Administrative Assistant to the President	849
"	AD038	Executive Administrative Assistant	850
"	AD039	Executive Administrative Assistant	851
"	AD040	Executive Secretary to the President and Chief Executive Officer	853
WORD PROCESSING/DESKTOP PUBLISHING			
Technical/Clerical	AD041	Word Processing Operator/Trainee	856
"	AD042	Administrative Secretary I	857
"	AD043	Word Processor	858
"	AD044	Word Processing Operator III	859
"	AD045	Word Processing Specialist	860
"	AD046	Senior Word Processor	861
"	AD047	Senior Word Processing Specialist	862
"	AD048	Word Processing Coordinator	864
"	AD049	Applications Development Specialist	865
"	AD050	Document Preparation Coordinator	866
"	AD051	Proofreader/Editor	867
"	AD052	Word Processing Trainer/Coordinator	868
"	AD053	Desktop Publishing Assistant	870
"	AD054	Desktop Publisher Associate	871
"	AD055	Communications Coordinator	872
"	AD056	Desktop Publisher	873
"	AD057	Document Composition System Operator	874
"	AD058	Desktop Publishing Specialist	875
Management	AD059	Assistant Supervisor	877
"	AD060	Supervisor, Word Processing Center	878
"	AD061	Supervising Word Processor	879
"	AD062	Manager, Word Processing Center	880
"	AD063	Desktop Administrator	881
"	AD064	Desktop Publishing Coordinator	882
TYPING/STENOGRAPHY			
Technical/Clerical	AD065	Typist	884
"	AD066	Senior Typist	885
"	AD067	Intermediate Stenographer	886
"	AD068	Legal Stenographer	887
"	AD069	Medical Transcriber/Typist	888
"	AD070	Clerk Typist B	889
"	AD071	Clerk Typist	890
"	AD072	Clerk Typist	891
Management	AD073	Supervising Stenographer I	892

JOB FAMILY: ADMINISTRATIVE SERVICES (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
GENERAL CLERICAL			
Technical/Clerical	AD074	General Clerk.....	894
"	AD075	Support Services Associate.....	895
"	AD076	Clerk I, II, III, IV.....	896
"	AD077	Temporary Office Support/Coop Student.....	897
"	AD078	Administrative Floater.....	898
"	AD079	Junior Office Clerk.....	899
"	AD080	Office Assistant.....	900
"	AD081	Clerk/Word-Processor.....	901
"	AD082	Office Assistant.....	902
"	AD083	Clerk.....	903
"	AD084	Clerk III.....	904
"	AD085	Department Assistant II.....	905
"	AD086	Office Clerk Senior II.....	906
"	AD087	Senior Clerk.....	907
"	AD088	Clerical Support Coordinator.....	908
"	AD089	Office Group Leader.....	909
Management	AD090	Office Supervisor I, II, III, IV.....	910
"	AD091	Office Supervisor.....	911
"	AD092	Unit Supervisor.....	912
TELEPHONE/RECEPTION			
Technical/Clerical	AD093	Telecommunications Assistant.....	916
"	AD094	PBX Operator/Message Center Clerk.....	917
"	AD095	Switchboard Operator.....	918
"	AD096	Telephone Operator II.....	919
"	AD097	Switchboard Operator/Receptionist.....	920
"	AD098	Receptionist IV.....	921
"	AD099	Corporate Receptionist/Audio Visual Assistant.....	922
"	AD100	Executive Receptionist.....	923
"	AD101	Fax Operator.....	924
"	AD102	Receptionist - Lead.....	925
Management	AD103	Supervisor, Message Center.....	926
"	AD104	Supervisor, PBX.....	927
MAIL/MESSENGER			
Technical/Clerical	AD105	Mail Clerk (Postage Meter).....	930
"	AD106	Mail Distribution Clerk.....	931
"	AD107	Distribution Clerk.....	932
"	AD108	Services Assistant.....	933
"	AD109	Mail Clerk.....	934
"	AD110	Mail Courier.....	935
"	AD111	Courier.....	936
"	AD112	Senior Mail Specialist.....	937
"	AD113	Senior Mail Specialist.....	938
Management	AD114	Mailroom Coordinator.....	939
"	AD115	Supervisor, Mail and Delivery Service.....	940
"	AD116	Supervisor Mail Services.....	941
"	AD117	Postage Management Coordinator.....	942

JOB FAMILY: ADMINISTRATIVE SERVICES (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
MAIL/MESSENGER (continued)			
Management	AD118	Manager, Mailing Services	943
"	AD119	Mail Room Supervisor	944
FILING/RECORDS			
Technical/Clerical	AD120	Archives and Records Clerk	948
"	AD121	File Maintenance Clerk I.....	949
"	AD122	File Assistant.....	950
"	AD123	File Clerk	951
"	AD124	Senior Records Clerk	952
"	AD125	Information Resources Tech	953
"	AD126	Forms and Records Specialist.....	954
"	AD127	File and Records Processor	956
"	AD128	Records Technician/Scanning Assistant	957
"	AD129	Microfilmer	958
"	AD130	Microfilm Technician	959
"	AD131	Optical Imaging Clerk.....	960
"	AD132	Micrographic Lab Technician.....	961
"	AD133	Microfilm/Records Technician	962
"	AD134	Clerk I	963
"	AD135	Microfilming/Archives Support Assistant	964
"	AD136	Records Management Analyst	965
"	AD137	Records Analyst I.....	967
"	AD138	Analyst, Records	969
Professional	AD139	Corporate Records/Information Analyst.....	970
"	AD140	Corporate Archivist.....	972
Management	AD141	Supervisor Archives and Records	973
"	AD142	Microfilm Supervisor.....	974
"	AD143	Manager of Corporate Records/Information.....	975
"	AD144	Unit Administrator	977
LIBRARY			
Technical/Clerical	AD145	Library Clerk.....	980
"	AD146	Library Assistant.....	981
"	AD147	Library Technician.....	982
"	AD148	Library Assistant.....	983
"	AD149	Library Technician.....	984
Professional	AD150	Librarian.....	985
"	AD151	Corporate Research Librarian	986
"	AD152	Associate Information Specialist	987
"	AD153	Librarian.....	988
"	AD154	Reference Librarian	989
"	AD155	Librarian.....	990
Management	AD156	Supervisor Library Services.....	991
"	AD157	Health Sciences Librarian	992
"	AD158	Manager, Information Resource Center	994
"	AD159	Head Librarian	995
"	AD160	Chief, Technical Services Library	996

JOB FAMILY: ADMINISTRATIVE SERVICES (continued)

Subfamily/ Level	Exhibit Number	Position Title	Page #
TRAVEL/MEETING SERVICES			
Technical/Clerical	AD161	Coordinator I.....	998
"	AD162	Travel Assistant	999
"	AD163	Training Center Assistant	1001
"	AD164	Meetings Services Specialist.....	1002
"	AD165	Office/Conference Services Coordinator	1003
"	AD166	Project Coordinator	1004
Professional	AD167	Travel Coordinator.....	1005
"	AD168	Meeting Planner	1006
Management	AD169	Corporate Travel Manager	1007
"	AD170	Manager - Travel Services	1009
"	AD171	Director, Meetings/Conferences	1010
DUPLICATING/PRINTING			
Technical/Clerical	AD172	Copy Center Operator	1012
"	AD173	Duplicating Machine Operator.....	1013
"	AD174	Copy Center Coordinator.....	1014
"	AD175	Service Center Operator.....	1016
"	AD176	Lead Laser Printer Operator.....	1017
"	AD177	Bindery Assistant.....	1018
"	AD178	Bindery Equipment Operator.....	1019
"	AD179	Senior Bindery Technician	1020
"	AD180	Press Operator 2.....	1021
"	AD181	Press Operator 1	1022
"	AD182	Offset Press Operator A	1023
"	AD183	Press Operator.....	1024
"	AD184	Offset Stripper/Platemaker.....	1025
"	AD185	Printing Technician	1026
"	AD186	Printer II.....	1027
"	AD187	Special Project Coordinator	1028
"	AD188	Print Coordinator	1029
"	AD189	Production Coordinator.....	1031
Professional	AD190	Printed Material Analyst	1032
Management	AD191	Supervisor, Copy Center/Mailroom.....	1033
"	AD192	Print Shop Supervisor	1034
"	AD193	Print Shop Manager	1035
"	AD194	Business Services Manager.....	1036
"	AD195	Manager - Reproduction Services.....	1037
"	AD196	Bindery Supervisor	1039

LIST OF WATSON WYATT OFFICES..... Last Page

Exhibit FA035
Accountant, Accounts Payable

REPORTS TO: Manager, Accounts Payable

INDUSTRY: Bakery Products

POSITION SUMMARY

Perform accounts payable and expense report processes and provide support in other accounting functions as needed.

KEY FUNCTIONS

Prepare vendor invoices for payment daily. This process includes account distribution, matching of invoices to P.O., receiving tickets, and obtaining proper approval.

Prepare batches of invoices to be paid and enter data into accounts payable system for processing.

Prepare expense reports for payment processing and enter into accounts payable system.

Respond and research vendor inquiries on status of accounts payable invoices.

Enter additions to master vendor file and perform maintenance on existing vendor accounts.

REQUIREMENTS AND RESPONSIBILITIES

1. EDUCATION/TRAINING REQUIRED

BS/BA Degree in Accounting or Finance or equivalent work experience.

2. EXPERIENCE REQUIRED

One to two years of experience in accounts payable and other corporate accounting functions.

Ten key by touch.

PC experience in Windows environment with Lotus 1-2-3, AmiPro and UNIX based accounting package.

Six months in accounting environment.

