

POSITION: FINANCIAL RECORDS CLERK

JOB POSTING #:

DEPARTMENT:	Building	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543007
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$21.77 to \$25.05 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Responsible to the Chief Building Official or designate, will perform a variety of tasks related to accounts payable, accounts receivable, purchasing, bonds and record keeping duties. Accounts Payable – responsible for receipt, reconciliation, chartfield designation and input of all Building Department invoices, refund requests, and credits; preparation, chartfield designation, and payment of all employee travel expense advances, third party payments and reconciliation and departmental business expenses; preparation, chartfield designation and input of all departmental journal entries; maintenance of petty cash. Accounts Receivable – responsible for receiving, reviewing, chartfield designation and inputting of all departmental invoices; making necessary adjustments to invoices; tracking outstanding invoices and NSF cheques. Purchasing – responsible for purchasing, receipt and review various purchasing requests; determination of vendor, terms, and pricing of items; receipt and reconciliation of all goods and services to invoice amounts; make necessary adjustments; inputting various purchase orders using the PeopleSoft Financial System. Bonds – responsible for the receipt and review of all Indemnity bonds issued to the Building Department; input of the approved bonds into the Amanda System; administration of the bonds. Responsible to answer inquiries regarding any accounts payable, accounts receivable, purchasing or bond issues. Responsible for the maintenance of all financial records within the Building Department. Will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; maintain amiable relations with the public and fellow employees; perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College in Accounting or Finance, or Ontario Ministry of Education equivalencies.
- Must have over one year's experience in a computerized accounting environment.
- Must be able to demonstrate excellent mathematical and reasoning skills.
- Must be a responsible and self-directed individual who works well independently and as a member of a team.
- Must have the ability to work with the Microsoft Office Suite of Products (Word, Excel and Outlook).
- Must possess excellent communication, organizational and interpersonal skills.
- Must have a minimum typing speed of 40 wpm.
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • at 8:30 AM to at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none"> • In person to the Human Resources Department or one of the Customer Care Centres
By faxing your Job Transfer Form and resume to the Human Resources Department. |
| Updated: | <ul style="list-style-type: none"> • By Human Resources on June 18, 2010 |