

INTERNAL JOB OPPORTUNITY

POSITION:	GENERAL ACCOUNTS PAYABLE CLERK	JOB POSTING #:	2015-0138
25DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
POSTING TYPE:	Departmental	JOB CODE:	543046
POSTING STATUS:	Temporary Full-time	POSITION #:	00000071
# OF POSITIONS:	1	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.83 - \$26.89 per hour
DEADLINE DATE:	Monday, June 8, 2015	HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Accounting Services, the position will be responsible for the following duties; Verifying all City vouchers to ensure they are accurate, properly approved for payment; Include correct treatment of applicable taxes and adherence to corporate policies and procedures; Setting up new vendors in the system and recommending any system enhancements as required, review of payables reports and queries as needed; Responding to all accounts payable inquiries and resolving issues and concerns for vendors and City staff; Maintaining an up-to-date accounts payable filing system for the Corporation; Maintaining a signing authority manual; Reviewing vendor statements. May be required to lift storage boxes; Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary school courses in Accounting, Business or Finance or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School graduation Diploma or Ontario Ministry of Education equivalency plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over six (6) months of experience in a computerized accounts payable environment;
- Successful applicant will be capable of working without detailed direction or close supervision;
- Experience with the PeopleSoft Financial System would be considered a definite asset;
- May be required to lift up to 26 lbs.

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CLERK****JOB POSTING #: 2015-0138****POSTING SPECIFICS:**

- Posting Period:**
- Friday, June 5, 2015 at 8:30 AM to Monday, June 8, 2015 at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current employees of the Finance Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices
- How To Apply:**
- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to Florence Lee-St. Amour, Manager of Accounting Services, 350 City Hall Square West; Room 100- City Hall; Windsor, ON N9A 6S1 or by e-mail to [fleestamour@citywindsor.ca](mailto:fleestamour@citywindsor.ca)
- Update:**
- By Human Resources on June 4, 2015

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.