

**INTERNAL JOB OPPORTUNITY**

<b>POSITION: ADMINISTRATIVE CLERK</b>		<b>JOB POSTING #:</b>	<b>2015-0221</b>
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>POSTING TYPE:</b>	Departmental	<b>JOB CODE:</b>	543050
<b>POSTING STATUS:</b>	Temporary Full-time	<b>POSITION #:</b>	00000075
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$22.02 - \$25.88 per hour
<b>DEADLINE DATE:</b>	September 14, 2015	<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**  
Reporting to the Manager of Accounting Services, this position will perform clerical functions and accounting duties. Processes some Finance and some Public Works invoices for payment; Assists in identification, analysis and resolution of invoice problems; Inputs departmental purchase requisitions; Responsible for journal entries such as year-end accruals and related reversals. Participates in various procurement activities including working with Purchasing on tenders for the department i.e. forms, envelopes, shredding service, etc.; May use SPO's and be involved in RFQ's for Finance; Coordinates the Canada Post Courier Contract for the Corporation. Sorts and distributes incoming departmental mail and prepares outgoing departmental mail. Orders and maintains inventory of departmental office supplies and equipment. Sorts, records and lifts files; Works with departmental staff regarding files to be allocated for destruction or kept in storage in compliance with the Corporation's most current record retention by-law. Seals and organizes the corporate payroll stubs and various corporate communications for distribution in a time sensitive, confidential and accurate manner; Updates distribution lists and departmental contact and pick up lists. Inputs and retrieves information from computer when requested i.e. various departmental schedules; Logs the Corporation's performance bonds and secures in departmental vault. Must maintain amiable relations with the public and fellow staff. 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 education in Accounting, Business, or Finance from a Community College or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized accounting environment;
- Must be able to lift up to 66 lbs.;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job;
- Must have a sound working knowledge of the Microsoft Office Suite of Products, particularly Word and Excel;
- Must have a minimum typing speed of 40 wpm;
- Must have excellent interpersonal and communication skills.

CONTINUED...

**INTERNAL JOB OPPORTUNITY**

**POSITION: ADMINISTRATIVE CLERK**

**JOB POSTING #:**

**2015-0221**

**POSTING SPECIFICS:**

- Posting Period:**
- Friday, September 11, 2015 at 8:30 AM to Monday, September 14, 2015 at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- City of Windsor, Finance Department employees. 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, 1<sup>st</sup> Floor, or by e-mail to [fleestamour@citywindsor.ca](mailto:fleestamour@citywindsor.ca)
- Update:**
- By Human Resources on June 8, 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.