

**POSITION: FINANCIAL PLANNING CLERK****JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543052**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$24.36 to \$28.66 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Performance Management and Financial Administration, will assist in the preparation, publication, presentation and monitoring of data. Assists in preparing and publishing annual Performance Reporting documents, such as the annual Ontario Municipal Benchmarking Initiative (OMBI) report (internal). This includes preparing spreadsheets, graphical analysis and visual presentation of performance data. Maintains database information and contact lists, distributes communications, monitors and compiles OMBI and Corporate Key Performance Indicator (KPI) information. This includes the creation of Performance Reporting graphs for use corporate-wide. Researches and prepares OMBI/Performance Measurement presentations and reports to Senior Administration, Council and the public. Creates and maintains database programs to extract pertinent information from various databases, such as the OMBI Data Warehouse and PeopleSoft System. Conducts preliminary analysis of OMBI data to ensure consistent formatting, grammar, and calculations; assesses data for completion and will follow up on outstanding items. This includes ensuring consistent presentation of public information between OMBI, Municipal Performance Measurement Program (MPMP) and Corporate Key Performance Indicators (KPI) reporting. Makes travel arrangements and ensures all corporate business, travel and meeting expense policy requirements are adhered to; processes related travel vouchers, accounts payable invoices and other various payments. Processes and creates OMBI Service Area and/or KPI graphs for use corporate-wide. Coordinates meetings, take minutes, prepares agendas and distributes appropriate handouts and packages. Will input journal entries, accounts payable vouchers and accounts receivable invoices as required. Communicates with, both verbally and in writing, and provides assistance to all city departments and other municipal representatives participating in OMBI/Performance Management. Maintains and monitors links and postings on the Management Performance Reporting site on Dashboard. Prepares, processes and posts monthly financial reports for corporate-wide distribution and use. Maintains attendance records for the division. Assists in special projects as assigned. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus (2) two years post secondary education in Business Administration with a major in Accounting or Finance from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized office environment using the Microsoft Office Suite of Products (such as Excel, Word, Power Point, Outlook)
- Must be a responsible and self-directed individual who works well independently and as a member of a team.
- Must have excellent interpersonal and customer service skills.
- Must have excellent written and oral communication skills
- Experience in preparing, processing, and presenting statistical information, including the development of graphs, along with experience using financial software packages for the purposes of preparing and processing journal entries, along with accounting balance reconciliation and analysis would be considered an asset.
- Experience using PeopleSoft would be considered an asset.

**POSTING SPECIFICS:****Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- 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:**

- 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:**

- By Human Resources on February 27, 2013