

POSITION: ACCOUNTING CLERK**JOB POSTING #:**

DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543057
POSTING STATUS:	Regular Full-time	POSITION #:	00000082
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.60 to \$26.56 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Financial Accounting, will be responsible for balancing of all departments' receipts and deposits which are included in the daily cashbook, payment listings and mortgage payment listings. Batching all cashiers receipt and deposits and Tax Division staff input for keypunching. Review all tax journal entries, and refund requisitions for accuracy and correct entries. Assist and/or backup the Tax Accounting and Tax Certificate Clerks when required. Maintain amiable relations with the public and fellow staff; performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a two (2) year post secondary school diploma in Business from a Community College or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized Accounting/Financial environment.
- Must have a sound working knowledge of computer systems, including the Microsoft Office Suite of Products (Outlook, Word, and Excel).
- Must have excellent interpersonal skills.
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 4:30PM• 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 |