

**POSITION: ACCOUNTS PAYABLE CONTROL  
CLERK****JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543066**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.77 to \$25.64 hourly**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Accounting Services is responsible to process all incoming invoices related to purchase orders and blanket purchase orders; verifies every invoice to match the purchase order; input for payment having "level 2" approval authority and initiate the daily run of the accounts payable system for daily cheques and reports; follows up with appropriate departments regarding any discrepancies between the invoice information and the purchase order information and makes necessary corrections; answers inquiries and resolves accounts payable system problems concerning vendors and/or departments, in conjunction with Information Technology department, if required. Ensures proper payment of duty and brokerage invoices, undertakes the follow-up of returned cheques. Maintain the master vendor file; reviews monthly vendor statements and follow-up on old outstanding invoices with vendors and appropriate departments. Processes adjustments and cancellations to vouchers and cheques and re-issue if appropriate; provides back-up with the verification of vouchers and the daily matching of remittances for cheques; ensures that vendors with garnishee orders do not receive cheques improperly and also ensures credits are given by vendors for returned or damaged goods; files all office copy purchase orders; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Accounting from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over one (1) year work experience in a computerized accounting environment using standard financial products such as General Ledgers (GL), Accounts Payable (AP), Accounts Receivable (AR), reconciliation, etc.
- Must be capable of working without detailed direction or close supervision and able to interpret written instructions.
- Must have working knowledge of Word and Excel.
- Must possess excellent interpersonal skills and be capable of dealing with the general public.

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

- at 8:30 AM to at 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 June 18, 2010