

INTERNAL JOB OPPORTUNITY

POSITION:	FINANCIAL ANALYSIS ACCOUNTING CLERK	JOB POSTING #:	2014-0238
DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Departmental	JOB CODE:	543069
POSTING STATUS:	Temporary Full-time	POSITION #:	00000094
# OF POSITIONS:	1	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$26.20 to \$30.80 hourly
DEADLINE DATE:	Thursday, October 30, 2014	HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Financial Accounting, the position is responsible for the following duties: preparing periodic analyses and maintenance of various corporate balance sheet accounts; maintaining financial system chart of accounts; preparing and processing periodic GST/HST returns and rebate applications; self assessing GST/HST payable on purchases where appropriate; developing and maintaining procedures with respect to sales tax; preparing/processing various accounts receivable/payable invoices; allocating costs monthly to appropriate accounts; opening and closing G/L, A/P, and A/R on a monthly basis; ensuring payroll system interfaces properly with the financial system; preparing various working papers to support the annual external audit; involvement in preparation and analysis of periodic financial statements for Roseland Golf & Curling Club Limited; providing support for preparation of annual financial statements and FIR; maintenance of general ledger and journal entries as necessary; providing backup and/or support for bank reconciliation function as required; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other related duties as assigned.

- QUALIFICATIONS:**
- Must have a three (3) year post-secondary school Diploma in Business Administration/Accounting from a Community College or Ontario Ministry of Education equivalencies.
 - Must have over (1) year of experience working with computerized accounting systems using standard financial products (i.e. G/L, A/P, A/R).
 - Must be capable of maintaining a complete set of financial records.
 - Experience with spreadsheet and graphics software (Microsoft Excel and PowerPoint, or the like) would be preferred.
 - Knowledge of PeopleSoft, A/R, and A/P systems would be considered an asset.
 - Enrolment in or completion of a minimum of Level III under the Certified General Accountants program or equivalent level in the CMA program would be considered an asset.
 - Will be required to lift up to 32 lbs.

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POSTING SPECIFICS:**Posting Period:**

- Tuesday, October 28, 2014 at 8:30 AM to Thursday, October 30, 2014 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 Dan Seguin, Manager of Financial Accounting, 350 City Hall Square, 1st Floor, or by e-mail to dseguin@city.windsor.on.ca

Update:

- By Human Resources on March 10, 2014

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.