

POSITION: FINANCIAL RECONCILIATION CLERK JOB POSTING #: 2013-0063

DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543071
POSTING STATUS:	Temporary Full-time	POSITION #:	00003948
# OF POSITIONS:	1	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$24.36 - \$28.66 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Financial Accounting, this position is responsible for the following duties: completion of bank reconciliation for the City's current fund, reserves, trust funds, clearing account, Roseland and Legal Department; correspondence with others who prepare bank reconciliation's across the corporation to confirm and correct reconciling items between accounts; responds to general and specific inquiries by phone; verify and record in the City's books all bank charges, matured and purchased investments, and any grants received from other government agencies; correspond with bank on a regular basis regarding outstanding issues or error corrections required; verify daily VISA, MasterCard and Debit Card totals at various locations to bank statement; complete various bank transfers and ensure all bank transfers have been charged to the proper bank accounts; record monthly interest and allocate to the various funds; distribute various bank statements and copies of cleared cheques throughout the Corporation; ensure all cheque stop payments are processed appropriately; maintain control of pre-numbered deposit slips and ensure that all outstanding items on bank reconciliations are supported and dealt with in a timely manner; clear all cheques from City's cheque register; receives, opens and distributes mail from bank daily; should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work; other related duties as assigned.

QUALIFICATIONS:

- Must have a 3 year university degree or an Ontario Secondary School Graduation diploma combined with a 3 year Community College Diploma in Business Administration/Accounting or Ontario Ministry of Education equivalencies.
- Must have over 1(one) year work experience in a computerized accounting environment using standard financial products (i.e., GL, AP, AR, reconciliation, etc.)
- Must be capable of maintaining a complete set of financial records.
- Knowledge of the Peoplesoft Financial Systems and/or previous bank reconciliation experience would be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • Friday, April 19, 2013 at 8:30 AM to Thursday, April 25, 2013 at 4:30 PM • 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 April 24, 2012 |