

POSITION: ACCOUNTS RECEIVABLE CLERK

JOB POSTING #:

DEPARTMENT: Finance

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543073

POSTING STATUS: Regular Full-time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: No

SALARY RANGE: \$23.46 to \$27.60 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Accounting Services, the position is responsible for performing clerical and bookkeeping duties pertaining to accounts receivable, general ledger and account analysis. Maintains accounts receivable records for all City departments such as provincial and federal subsidy claims; maintains daily records and inputs into computer, journal entries, adjustments sheets and invoices to the sub-ledger. Reconciles monthly accounts receivable sub-ledger to the general ledger using PeopleSoft. Makes necessary corrections and adjustments to ensure reports balance and claims are free of errors; responds to general telephone inquiries and at the counter. Maintains follow-up for returned cheques and performs accounts receivable adjustments. Responsible for the maintenance and additions to the accounts receivable customer database and to provide backup to cashiers as needed. Prepares reports relating to accounts receivable as required; Performs Occupational Health and Safety duties as outlined in the Occupational Health and Safety Program. Other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation diploma plus a two (2) year post secondary school Diploma from a Community College in Business - Accounting or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized accounts receivable environment and with the Microsoft Office Suite of Products (such as Word, Excel and Outlook).
- Successful applicant will be capable of working without detailed direction or close supervision
- Experience with the PeopleSoft Financial System will be considered a definite asset.

POSTING SPECIFICS:

Posting Period:

- **At 8:30 AM to at 4:30 P.M.**
- **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