

POSITION: **OPERATIONS CLERK – CITY
FACILITIES**

JOB POSTING #:

DEPARTMENT: Parks & Facility Operations

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543089

POSTING STATUS:

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: No

SALARY RANGE: \$24.36 to \$28.66 per hour

HOURS OF WORK: 33.75

DUTIES:

Responsible to the Manager of Facility Operations for general clerical and accounting support for city facility properties with the Facility Operations division. Prepares and processes accounts payable vouchers, petty cash slips, purchase orders, requisitions, invoices, journal entries, reports, queries, and financial data utilizing the PeopleSoft financial system. Assigns account numbers, calculates and prepares invoices for maintenance recoveries and other items, verifies amounts and chart field strings to release payment; will be responsible for the verification of and signing receipts for deliveries received. Maintains vendor files for Facility Operations. Monitors reports such as Work Authorizations, Commitments, and other related Accounts Payable Reports. Makes journal corrections as necessary. Calculates and prepares invoices for services and products such as caretaker wages, janitorial supplies and inter-departmental billings. The employee will be responsible for the operation of a two-way radio system to relay calls and use the Facility 360 system for departmental repair requests or external agency facilities requests. Will be responsible to produce various reports in Facility 360 to identify system requirements and recovery of expenditures. Maintains files and records expenditures using Excel and Word on city facilities for statistical information related to the budget. Communicates with other departments with regard to maintenance work orders. Maintains database i.e. dispatches calls, processes all maintenance work orders, assigns work orders, processes monthly work order summary for review by Manager of Facility Operations in order to prepare interdepartmental invoices. Processes and maintains weekly payroll for caretaking and maintenance staff. Maintains personnel records for banked overtime for related staff. Responsible for typing, filing, general bookkeeping, counter and telephone work. Must communicate with the public and other civic staff in a tactful and courteous manner. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two years post secondary school education in accounting from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have Building Owners & Managers Institute (BOMI) designation;
- Must have over one (1) year experience in a computerized office environment utilizing the Microsoft Office Suite of products (such as Word, Excel, and Access).
- Must have a minimum typing proficiency of 40 w.p.m.
- Must have excellent interpersonal skills and the ability to work with minimum direction.
- Experience with computerized accounting systems and payroll systems considered an asset.
- Experience with the Facility 360 software will be considered an asset.
- Certification/designation in PAC (Property Administrator Certificate), FMC (Facilities Management Certificate), PMFP (Property Management Financial Proficiency Certificate), RPA (Real Property Administrator), FMA (Facilities Management Administrator), or SMA (Systems Maintenance Administrator) considered an asset.
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POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 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 October 2, 2012.