

POSITION: SENIOR CLERK**JOB POSTING #:**

DEPARTMENT: Operations
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-Time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543111
POSITION #:
GRADE/CLASS: 0.10
SALARY RANGE: \$23.47 - \$27.58 per hour (2012)
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Traffic Operations, responsible for a wide variety of duties which include, but are not limited to, the following: Prepares payroll for the Traffic Operations Division; generates budget reports, prepares and inputs preliminary budgets and capital works projects, and reviews quarterly variance reports for the Division; provides authorization authority for all journal entries; prepares journal entries; creates invoices for accounts receivable; processes invoices for accident recoveries; initiates and processes payments for accounts payable; processes all divisional requisitions; processes and maintains database for cash deposit slips for daily parking revenues; reconciles bank deposit slips; administers and processes vouchers; maintains and updates overtime records for Division; maintains and updates locate data base for Division; maintains petty cash; prepares travel and business expense vouchers for the Operations Department; prepares and vouchers all progress certificates for capital works projects; monitors and ensures general ledger and inventory account balances; performs all year end closeout activities; prepares and processes various administrative forms; answers numerous telephone calls and assigns calls to service crews when required; completes various typing assignments for the Division; communicates with public and fellow staff members in a tactful and courteous manner; Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) years post secondary education in an Accounting or Financial program from a Community College or University, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized accounting office environment.
- Must have good communication and organizational skills.
- Must be proficient in using the MS Office suite of products, particularly Outlook, Word and Excel.
- Must be capable of working with the public in an efficient, helpful and tactful manner.
- Must have a minimum typing speed of 50 w.p.m.
- Experience using Peoplesoft HRMS and Financials would be considered an asset.

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 February 28, 2012