

INTERNAL JOB OPPORTUNITY

POSITION: PAYROLL ACCOUNTING CLERK		JOB POSTING #:	
DEPARTMENT:	Engineering	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543136
POSTING STATUS:		POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Administration, is responsible for the following duties: coordinate and input into HRMS daily all departmental hourly and salary employee payroll information including Workplace Safety and Insurance Board (WSIB) related information, sick leave, vacation, overtime, etc. based on specified time frames; Prepare and/or distribute various reports as requested by accessing electronic and hard copy records and, when required, performing necessary computations; Sort and distribute salary and hourly pay stubs for department; Verify crew cards daily; Consult with supervisors and make necessary adjustments to hourly payroll; Attends off-site meetings as required; Batch crew cards and submit to Corporate Services; Prepare each pay period all standby pay, shift premium, supervisor's clothing allowance, salary overtime, tool allowance on gross pay sheets as required; maintain a filing system of employee absences, hourly and salary payroll information including overtime reports, gross pay sheets, etc.; Responds to frequent telephone inquiries regarding payroll information, etc.; Analyze payroll default account each pay period and prepare necessary transfer and adjustment journals to correctly allocate costs; Ensure all year end overtime, meal allowances, etc. are recorded in the appropriate fiscal year. Maintain amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education in Accounting from a Community College or University or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized Accounting environment;
- Payroll experience will be considered an asset;
- Must be proficient in the use of MS Office 2007 Suite of Products (including Outlook, Excel & Word);
- Must be capable of working with minimal supervision;
- Must have proven oral and written communication skills;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's license will be required in accordance with the Highway Traffic Act and must provide a Driver's abstract as a condition of employment;
- Will be required to lift boxes weighing 25-32 lbs.

Continued..

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- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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
- 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.