

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

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

UNION: 543
JOB CODE: 543140
POSITION #:
GRADE/CLASS: 0.09
SALARY RANGE: \$22.60 - \$26,62 per hour (2012)
HOURS PER WEEK: 33.75

DUTIES:

Performs accounting and clerical functions in the Administration Division of the Office of the City Engineer. Responsible for the preparation of accounts receivable invoices and processes payment of accounts payable invoices; processes requisitions for goods and services for the Operations Department and Engineering Department electronically in the PeopleSoft Financial System. Enters fuel purchases in Maintenance Management. Creates/edits vendor and customer accounts; processes journal entries and enters receipts of goods ordered on an encumbered purchase order in the PeopleSoft Financial System. Records, analyzes and reconciles on a monthly basis, invoices relating to the departmental Corporate Purchasing Card, and produces and distributes summaries of the Purchasing Card transaction activity. Responsible for ensuring year-end invoices are recorded in the appropriate fiscal year and assists with year-end inventory for specific Divisions of the Operations Department. Responsible for petty cash. Maintains a file system of paid and outstanding purchase orders, invoices, small purchase orders, and in addition, an Excel spreadsheet to track salt usage, office supplies, etc. Responds to inquiries from vendors regarding status of payments, problems and complaints. Occasionally will be required to lift file boxes up to 50 pounds. Communicates with the public and fellow staff in a courteous and tactful 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 (2) years post secondary education from a Community College or University in Accounting, or Ontario Ministry of Education equivalencies.
- Must have over six (6) month's experience in a computerized accounting environment.
- Must have a sound working knowledge of computer systems, including the Microsoft Office Suite of Products (Outlook, Word, and Excel).
- Must be capable of working with a minimum of supervision.
- Must have proven oral and written communication skills.
- Must be proficient in mathematical calculations.
- Must have neat and legible penmanship.
- Must be able to lift boxes up to 50 pounds.
- Experience with PeopleSoft 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 November 27, 2012