

POSITION: CLERK SENIOR**JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543142**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$25.25 - \$29.67 per hour (2012)**HOURS PER WEEK:** 33.75

DUTIES:

Electronic processing of accounts payable invoices in PeopleSoft relating to progress payments, engineering consultant invoices and fleet inventory purchases for the Office of the City Engineer, as well as payment of various invoices for renewal of professional licences, dues and subscriptions; prepares and calculates funds for travel and business expenses and is also responsible for reconciliation of advanced funds versus actual expenditures; input data to create and process progress payment certificates in the progress payment system (Contract PC); process holdback releases ensuring compliance with all legislative requirements in the Construction Lien Act and any other relevant legislation; verify consultant certificates, change orders and other relevant information; maintain files for all construction projects; communicate with vendors, consultants, contractors and other City departments regarding progress payment certificates and related issues; liaise with the Technical Support Division regarding improvements in the progress payment system (Contract PC); prepare and maintain spreadsheets in EXCEL to keep track of progress payments and payments to consultants; prepare accounts receivable billings related to construction project recoveries; process construction surety certificates; prepare year-end financial processing reports in undertaking procedures required to close off the fiscal year end; assist with taking inventory. Respond to telephone inquiries as required. Prepare various correspondence and statistical reports. Maintain amiable relations with fellow staff and the general public. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) year post secondary Education in Accounting from a Community College or University, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year's experience in a computerized accounting environment.
- Must have a sound working knowledge of computer systems, including 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.
- 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