



# Employment

## Internal Job Opportunity

**POSITION: EQUIPMENT COST ANALYST CLERK      JOB POSTING #:**

<b>DEPARTMENT:</b>	Operations	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543143
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.10
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$23.47 - \$27.58 per hour (2012)
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Responsible to the Fleet Manager for all aspects of fleet accounting, statistics, data entry and management information systems including system administration and documentation, ongoing development, maintenance, and monitoring of the computerized Fleet Management System and related specialized equipment/system/interfaces. Train staff in the use of the Fleet Management System and related specialized equipment. Develop reports using the Fleet Management System and Crystal Reports software. Research and implement software upgrades and software modules. Recommend improvements to business practices using the Fleet Management System. Assist in performing cost/benefit analysis. Collect and enter data into the computerized Fleet Management System as well as into spreadsheets and database software related to fleet operations and inventory management and provide computer reports on a cyclical and adhoc basis. Maintain equipment costs, vehicle licensing, and insurance. Summarize vehicle capitalization costs and calculate depreciation schedules. Calculate rental rates for approvals. Enter/delete, troubleshoot/correct fleet information and costs. Process motor vehicle accident reports and produce statistics. Monitor invoices for proper account expensing. Invoice other divisions, departments, and the public for services rendered. Liaise with Information Technology, suppliers and software vendors. Travel to License Bureau to obtain license updates for fleet vehicles. Maintain amiable relations with customers, the public, and fellow staff. Filing, recording, and making adjustments as required. May be required to handle cheques or cash. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform all other related duties as

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Accounting from a Community College or University, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months relevant work experience in a computerized accounting environment.
- Must be proficient in the use of the Microsoft Office Suite of Products, particularly Excel, Word, and Outlook, and in the use of relational databases and report generation software.
- Must have excellent keyboarding skills.
- Must be able to work independently with minimal supervision and in teams.
- Must possess problem solving and analytical skills.
- Excellent written and verbal communication skills are required.
- Knowledge of fleet cost accounting, operations, and budget concepts will be considered an asset.
- Experience in the use of Crystal Reports and FleetAnywhere will be considered an asset.
- Must be bondable.
- Must hold and maintain in a current valid and lawful Class 'G' driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle.

**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 September 17. 2012



Human Resources Department  
400 City Hall Square East, Suite 408  
Windsor, ON  
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Phone: (519) 255-6515  
Fax: (519) 255-6504

[www.citywindsor.ca](http://www.citywindsor.ca)