

**POSITION: INTERMEDIATE ACCOUNTING CLERK****JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543146**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.77 - \$25.64 per hour**HOURS PER WEEK:** 33.75

### DUTIES:

Reporting to the Manager of Administration, will perform various accounting duties related to the operation of the Engineering area. Coordinate all aspects of the sewer repair/replacement contract including the preparation of documents for Lien Registrations, processing of payments and holdback to contractor and billings to homeowners. Prepare accounts receivable invoices and journal entries for specialized recoverable works. Process accounts payable invoices and vouchers in PeopleSoft Financials. Balance and reconcile the daily cash transactions of the Customer Service Representatives in the Amanda cash system and the Bank P.O.S. terminal. Maintain amiable relations with the public and fellow staff. 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 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) month's experience in a computerized environment.
- Must have working knowledge of accounting programs such as Oracle as well as the Microsoft Office Suite of Products, (i.e Word, Excel, Outlook).
- Must have the ability to work independently with a minimum of supervision.
- Must possess excellent communication, organizational and interpersonal skills.
- Must be proficient in mathematical calculations.
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an asset.

### POSTING SPECIFICS:

**Posting Period:**

- at 8:30 AM to at 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 June 18, 2010