

POSITION: MARKETING & ACCOUNTING CLERK JOB POSTING #:

DEPARTMENT:	Recreation – Administrative Division	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543162
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$19.50 to \$22.96 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Responsible to the Manager of Administration, will provide secretarial assistance to the Marketing and Community Liaison Officer and handle accounting and bookkeeping functions for the department. Duties include preparing, processing, proof-reading and distributing public service announcements and new releases, including posting to the web using FrontPage; word processing, copying and filing of communication/correspondence; preparing and maintaining up to date media mailing lists, church mailing lists and other targeted audience mailing lists as required by marketing and recreation centres; handling telephone inquiries and complaints; assisting with special events coordination, including responding to political inquiries regarding the events and managing RSVP files; maintaining up-to-date lists of sculptures in Windsor Sculpture Garden, copyright agreements, legal agreements and correspondence with donors; proofing copy before professionally typesetting; processing of receipts using QSI/RAS, including analyzing any discrepancies and imbalances, checking the mathematical accuracy and balance of reports and deposit slips, trouble shooting, liaising with centers and facilities and Corporate Services regarding transaction transfers; handling and input of payroll such as absences and analyzing and reconciling vacation usage versus credits using People soft; processing of accounting entries using mainframe corporate systems; maintaining amiable relations with the public and fellow staff. Performs Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies;
- Must have over six (6) months experience in a computerized accounting/office environment utilizing the Microsoft Office Suite of Products such as Word and Excel;
- Must have a minimum typing speed of 40 w.p.m.;
- Must have proven oral and written communication skills;
- Must have excellent interpersonal skills and the ability to work with minimum supervision;
- 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 licence is required in accordance with the Highway Traffic Act;
- Accounting and/or financial background would be considered an asset;
- Previous experience working with corporate applications such as Accounts Receivable, QSI-RAS, FrontPage, People Soft, CLASS, and Internet systems considered an definite 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 September 17, 2012