

POSITION: Senior Accounting Clerk

JOB POSTING #:

DEPARTMENT:	Parks & Recreation - Administration	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543168
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$23.47 to \$27.58 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting directly to the Manager of Administration, the Senior Accounting Clerk will process the Parks & Recreation's accounts payables using PeopleSoft in accordance with Purchasing By-Laws, including requisitions, purchase and contract orders, delivery/packing slips, receipt releases and partial releases. Will be required to prepare requisitions and enter into PeopleSoft system, verify corresponding purchase orders, verify or obtain appropriate signatures and makes changes as required. Will verify content of and process for payment direct payables (equipment rental, utilities, surveys, etc.). Process electronic receipts of goods/services forms. Respond to telephone inquiries. Type using a personal computer and file occasionally. Maintain contact with vendors pertaining to deliveries, invoices, status of accounts, follow-up etc. Provides functional supervision to explain work procedures and review, monitor and supervise work of grant/student placements. Creates and coordinates the VISA Corporate Purchasing Card Spreadsheet for departmental transactions including the reconciliation of monthly statement for payment and monitoring of daily VISA use ensuring the Purchasing Card Policies & Procedures are in compliance. Will be responsible for collecting payment slips, entering data into spreadsheet, reconciling statement and spreadsheet, processing for payment, allocating charges to appropriate divisions/chart fields and maintaining VISA records. Analyze accounting transactions relating to payables and accruals and process necessary journal or adjusting entries in PeopleSoft. Will be required to review and analyze commitments. Act as the departmental coordinator for PeopleSoft Accounts Payable; liaise with the Purchasing Division as required. Liaise with vendors and maintains and updates vendor accounts payable files, Purchase/Contract order books. Maintain contact with vendors and supply information to them from APS. Maintain amiable relations with the public and fellow staff. Perform Occupational Health & Safety duties as outlined in the corporate Health & Safety program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma combined with two (2) years post secondary education in Business or Finance or Accounting from a recognized community college or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in financial systems in a computerized office environment.
- Must have proven oral and written communication skills as well as public relations and organization skills.
- Knowledge and experience with Microsoft Suite of Products and Corporate applications will 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 February 12, 2013.