

POSITION: ACCOUNTS RECEIVABLE CLERK

JOB POSTING #:

DEPARTMENT: Community Dev. & Health Serv

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543170

POSTING STATUS: Regular Full-time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.08

SHIFT WORK REQ'D: No

SALARY RANGE: \$20.99 TO \$24.68 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting directly to the Manager of Administration, the Accounts Receivable Clerk will handle accounts receivable including balancing activity reports with CLASS reports, processing invoices, updating outstanding lists and coordinating with Corporate Services; troubleshoot and handle inquiries regarding transactions processed through QSI; handle, verify and audit vending and concession inventories; compile required statistics; audit daily revenue reports; reconcile revenue accounts and research on inquiries and make necessary corrections and adjustments; process periodic transfers from current to reserve funds through journal entries or using the accounts payable system; process and handle bank deposits; prepare and submit reports on the departments' periodic PST remittance; process journal entries for cost allocations and account adjustments/transfers; handle registrations for the Figure Skating schools. 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 plus one (1) year post secondary school education in Accounting from a Community College or University 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, Excel and Outlook).
- Must have proven oral and written communication skills as well as public relations and organizational skills.
- Must have the ability to travel to offsite 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.
- Previous experience working with corporate applications such as Accounts Receivable, QSI and CLASS system is considered an asset.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to at 4:30 P.M.
- **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