

**POSITION: PAYROLL & ACCOUNTS PAYABLE  
CLERK**

**JOB POSTING #:**

**DEPARTMENT:** Parks & Recreation –  
Administration

**UNION:** 543

**POSTING TYPE:** Corporate

**JOB CODE:** 543172

**POSTING STATUS:**

**POSITION #:**

**# OF POSITIONS:**

**GRADE/CLASS:** 0.09

**SHIFT WORK REQ'D:**

**SALARY RANGE:** \$22.60 to \$26.62 (2012 rate)

**HOURS PER WEEK:** 33.75

### DUTIES:

Responsible to the Manager of Administration for processing and maintaining payroll documents and records, payroll corrections, and cheque distribution for Arena and Recreation employees. Incumbent will be responsible for the Arena Management payroll processing which include processing employees and inputting documentation and separation information in HRMS-PeopleSoft system, completion of tax related forms and completion of record of employment documents. Incumbent will be responsible for the departmental petty cash. Incumbent will utilize the PeopleSoft Oracle system to process approved payments for various accounts payable invoices which includes special purchase orders and other accounts for publications, professional dues, licenses, program registration refunds, utilities, business and travel expenditures and tracking of these expenses. Will be responsible to prepare Progress Payment certificates including verifying necessary legal documents for final release of contract payment. Will be responsible for processing inter-departmental billings, transfer and adjustments, journal entries including the maintenance of the Central File for these documents. Will coordinate work assignments for student employees and/or trainees. Will be responsible for the preparation of various departmental reports related to personnel matters, payroll matters, absentee reports, sick days and vacation schedules. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as assigned.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one year post secondary education from a community college or university in the field of Finance, Business, Accounting, Office Administration or Human Resources or Ontario Ministry of Education equivalencies.
- Must have over one year experience in a computerized accounting, payroll or human resources office environment.
- Must possess the ability to communicate effectively, both verbally and in writing.
- Must be capable of working with minimum supervision.
- Must have a minimum typing speed of 40 w.p.m.
- 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 Ontario Driver's license is required.
- Experience in PeopleSoft HRMS and Oracle and other database systems 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 March 2, 2012.