

**POSITION: JUNIOR CLERK (FIN)****JOB POSTING #:****DEPARTMENT:** Social & Health Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543209**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$22.19 to \$26.10 per hour (2011)**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible for general office duties including typing, filing, screening of telephone or switchboard inquiries; sorting of data; processing accounts receivable; must communicate with the public and fellow staff in a tactful and courteous manner; perform other related duties as required; Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; will perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year post secondary education in the accounting field or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in a computerized office environment using the MicroSoft suite of products as well as experience in a financial environment.
- Must have a minimum typing speed of 40 w.p.m.
- Excellent mathematical skills essential

**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 June 18, 2010