

POSITION: **FINANCIAL RECONCILIATION CLERK
– SOCIAL SERVICES**

JOB POSTING #:

DEPARTMENT: Finance

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543211

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS: One (1)

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: No

SALARY RANGE: \$24.36 to \$28.66 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager, Financial Accounting performs bank reconciliation duties for the Social Services Department. Will reconcile bank statements regarding the cashing of daily and monthly Social Services Assistance cheques and the daily and monthly direct banking deposits. Contacts the appropriate individuals within the Social Services Department and/or the bank regarding errors, forgeries, or any other information pertaining to the direct banking deposit and cashed cheques. Marks and pulls client cheques on hold at Social Services on a monthly basis. Assists with recalling direct deposits and issuing stop payments on cheques issued in error. Analyzes Social Services cheque register and bank reports to identify reversed/returned items and notifies appropriate individuals within Social Services. Completes ad hoc financial and statistical reports when requested. Explains procedures and assists new or inexperienced employees in making corrections to client cheques. Occupational Health and Safety duties as outlined in the corporate Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years post secondary courses from a community college in finance/accounting, or Ontario Ministry of Education equivalency;
- Must have over one (1) year experience in a computerized accounting environment, which includes bank reconciliation;
- Must have proven keyboarding skills;
- Must have excellent mathematical skills;
- Must be responsible and self-directed individual who works well independently and as part of a team;
- Must have good verbal and written communication skills;
- Must have excellent computer skills.

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 20, 2012