

**POSITION: SUBSIDY CLAIMS CLERK****JOB POSTING #:**

<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543217
<b>POSTING STATUS:</b>	Regular Full-time	<b>POSITION #:</b>	00000418
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.10
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$23.47 to \$27.58 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to the Manager of Intergovernmental Subsidies & Financial Administration or designate, will provide accounting and general clerical support for the Financial Planning Division supporting the Departments of Employment & Social Services and Housing & Children's Services. Responsible for completing the monthly Ontario Works Provincial subsidy claim form using information generated from PeopleSoft Financials, AMANDA, and the Provincial Social Assistance Database; reconciles provincial and municipal accounting systems to provide audit trails supporting the accuracy and validity of the subsidy claims; monitors claims receivables and record Provincial subsidies received through electronic funds transfers, and prepares journals to apply the revenue to appropriate provincial program; responds to routine telephone inquiries pertaining to subsidy accounts and answers queries from auditors; performs bookkeeping and accounting functions such as completing journal entries, assists with compiling information for year-end accruals of receivables, updating the balance sheet workbook, importing data into Excel spreadsheets and completing special reports as assigned by the supervisor (i.e. maintaining monthly statistics regarding the Ontario Works program); invoices County of Essex monthly and lawyers on an as needed basis; compiles attendance information; will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; performs other duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary education in accounting from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience working with computerized accounting systems using standard financial products (i.e. general ledger (G/L), account balance reconciliation, journal entries, etc).
- Must be able to demonstrate excellent mathematical and reasoning skills.
- Must be responsible and self-directed individual who works well independently and as a member of a team.
- Must be able to demonstrate an advanced level of skill in Excel.
- Previous experience working with government programs would be considered an asset.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• at 8:30 AM to 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on January 9, 2013</li></ul>  |