

**POSITION: INTERMEDIATE CLERK S/S FINANCE****JOB POSTING #:****DEPARTMENT:** Community Development & Health Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543357**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$22.60 to \$26.62 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Administration or designate within Community Development & Health Services, performs general office duties in a highly computerized environment including; typing, data input, processing of employee information change forms, accounts payable processing, preparation of monthly statistical reports, development & maintenance of departmental organization charts, dental program delivery, design & development of internal forms, letters and spreadsheets. Perform other related duties as required. Perform Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus (1) year post secondary education in Accounting Studies from a community college or Ontario Ministry of Education equivalencies;
- Must have over (1) year experience in a computerized office environment using Microsoft Office Suite of products including Windows, Word, Excel, Power Point and Outlook;
- Must have minimum accurate typing speed of 50 w.p.m.;
- Knowledge of Social & Health Services, legislation, policies and procedures would be considered an asset;
- Knowledge of SDMT would be considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to at 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 November 25, 2013