

**POSITION:** **INTERMEDIATE CLERK – HURON  
LODGE**

**JOB POSTING #:**

**DEPARTMENT:** Finance  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-time  
**# OF POSITIONS:** 1  
**SHIFT WORK REQ'D:** No

**UNION:** 543  
**JOB CODE:** 543397  
**POSITION #:**  
**GRADE/CLASS:** 0.09  
**SALARY RANGE:** \$22.60 to \$26.62 per hour  
**HOURS PER WEEK:** 33.75

### **DUTIES:**

Reporting to the Manager of Operating Budget Control & Financial Administration, the position provides general clerical and accounting support to the Finance Department. The incumbent reconciles provincial and municipal accounting structures to provide audit trails supporting the accuracy and validity of subsidy claims (i.e. High Intensity Needs and Ministry's Annual Funding) and answers questions from auditors. Completes standard subsidy claim forms using information from Microsoft Excel spreadsheets, PeopleSoft Financial System and GoldCare. Performs bookkeeping and accounting functions for subsidy claims, VISA expenses, etc., by adjusting accounts on sub-programmes, spreadsheets, forms etc. Completes journal entries and compiles information for year-end accruals of receivables; distributes computer printouts for various accounts to appropriate staff persons; completes special reports as assigned by the manager. Monitors claim receivables against subsidy cheques for the Province. Audits Resident Trust accounts and identifies and prepares correcting entries as required. Performs monthly audits of petty cash as well as resident files to ensure compliance with Ministry standards and guidelines. Compiles information and enters data, including but not limited to sub-ledger continuity, subsidy data and invoice tracking. Responds to routine telephone inquiries pertaining to subsidy accounts. 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 one (1) year 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:**

- 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 February 27, 2013