

INTERNAL JOB OPPORTUNITY

POSITION:	CORPORATE COLLECTIONS ANALYST	JOB POSTING #:	2015-0140
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
POSTING TYPE:	Corporate	JOB CODE:	543402
POSTING STATUS:	Regular Full-time	POSITION #:	00004081
# OF POSITIONS:	1	GRADE/CLASS:	0.16
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$29.52 - \$34.72 per hour
DEADLINE DATE:	Friday, June 12, 2015	HOURS PER WEEK:	33.75

DUTIES:
Reporting to the Manager, Treasury & Cash Management, this position will assist with the collection of corporate accounts receivable through the maintenance and monitoring of an aged receivable trial balance and recommending and employing various collection methodologies to ensure the City's accounts are appropriately managed, collected and forecasted. Provides direction, support and leadership to collections staff. Responsible for the direct collection of all trade accounts over \$50,000.00; collection of all long term receivables including monthly reconciliation of receivable sub-ledgers and; completion of regular reporting and analysis relating to all accounts receivable (for example weekly progress reports, monthly accounts receivable analysis, projections.) Will assist with the preparation and submission of Council or CAO reports as required; assist with the calculation of the annual Allowance for Doubtful accounts; Review of all incoming cheques for material collections considerations and oversees various administrative duties related to accounts receivable. Responsible to schedule and co-ordinate annual tax sale proceedings which includes the advertisement of eligible properties, calculation of cancellation prices, distribution of tender materials, payments into court and issuance of legal notifications. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

- QUALIFICATIONS:**
- Must have a four (4) year University Degree in Business Administration or Ontario Ministry of Education equivalency;
 - Must have over three (3) years experience in collections of receivables or credit lending;
 - Preference may be given to those with a legal background to support collections efforts;
 - Knowledge of position-related legislation will be considered an asset;
 - A financial management background is an asset;
 - A recognized designation in accounting (or acceptable equivalency as recognized by applicable regulatory body) will be considered an asset.
 - May be required to lift up to 9 lbs.

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ANALYST****JOB POSTING #: 2015-0140****POSTING SPECIFICS:**

- Posting Period:**
- Monday, June 8, 2015 at 8:30 AM to Friday, June 12, 2015 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING 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 as 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
- Update:**
- By Human Resources on June 4, 2015

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.