

**POSITION: Parks & Recreation Data Clerk**

**JOB POSTING #:**

**DEPARTMENT:** Recreation

**UNION:** 543

**POSTING TYPE:**

**JOB CODE:** 543420

**POSTING STATUS:**

**POSITION #:**

**# OF POSITIONS:** 1

**GRADE/CLASS:** 0.09

**SHIFT WORK REQ'D:** No

**SALARY RANGE:** \$22.60 to-\$26.62/hour

**HOURS PER WEEK:** 33.75

### DUTIES:

Reporting to the Manager of Administration, this position will provide clerical support and handle data entry requirements as well as bookkeeping functions for the Parks Facilities and Recreation & Culture Departments. Duties include: assisting with the retrieval, updating and closing of Forestry Service Requests on the Motorola system; data entry into the Hansen system for work orders or updates in Forestry division; file and maintain Forestry files; input accounts payables, including requisitions, delivery/packing slips, receipts releases or partial receipts; copy, distribute and file accounts payable invoices, slips and related documents; maintain accounts payable files; download the Corporation's monthly TELUS cell phone bills, calculate and allocate pooling savings and HST to individual departments using complex spreadsheets, update individual user information for processing bills; process any required or requested changes on wireless devices including name changes, chart fields, contract information, etc.; respond to inquiries about Parks & Recreation programs, facilities and accounts; process accounting entries using the financial system; handle other data entry duties as required; serve as backup for the daily mail run to City Hall or other departments; maintain amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus a minimum of one year post-secondary education in Business.
- Must be proficient in word processing with a minimum typing speed of 40 w.p.m.
- Must have over six (6) months experience in bookkeeping or accounting in a computerized office environment as well as in utilizing the Microsoft Suite of Products such as WORD and Advanced Level in EXCEL.
- Must possess excellent written and oral communication skills.
- Must have excellent interpersonal skills and the ability to work with minimum supervision.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid Ontario Driver's license is required.
- Proficiency in and experience with computer systems such as PeopleSoft financial system or other accounting systems will be considered a definite 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 January 3, 2013.