

POSITION: **CHILDREN'S SERVICES SYSTEM
ANALYST**

JOB POSTING #:

DEPARTMENT: Housing & Children's Services

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543429

POSTING STATUS: Regular Full-time

POSITION #:

OF POSITIONS: 1

GRADE/CLASS: 0.14

SHIFT WORK REQ'D: No

SALARY RANGE: \$27.17 to \$31.94 per hour

HOURS PER WEEK: 33.75

DUTIES:

Under the direction of the Children's Services System Supervisor in the Children's Services Division, and provides support to the Children's Services System Manager by coordinating, integrating and administering the financial planning and analysis functions for all Child Care Programs in Windsor and Essex County. This position is primarily responsible for analyzing and monitoring financial performance of the Purchase of Service Centres, reviewing and analyzing all quarterly and year-end reporting requirements in accordance with Ministry of Children and Youth Services, calculating Wage Subsidy Funding entitlements on an annual basis, performing financial reviews, and providing advice and guidance to child care providers. Performs other related duties as required. Must maintain amiable relations with co-workers and customers. Perform Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a three year post secondary school Diploma in Accounting from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over three (3) years experience working with computerized accounting systems using standard financial products (i.e. G/L, A/R, A/P, and Financial Analysis).
- Must have thorough knowledge of fundamental accounting principles.
- Experience and knowledge in the delivery of social services program areas 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 resource Department or at one of the Customer Care Centres.
- By faxing your Job Transfer Form and resume to the Human Resources Department.

Updated:

- By Human Resources October 11, 2012