

JOB DESCRIPTION

POSITION:	FINANCIAL RECORDS CLERK		
DEPARTMENT:	Planning & Building Services	UNION:	C.U.P.E. Local 543
LOCATION:	350 City Hall Square	JOB CODE:	543007
HOURS PER WEEK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Chief Building Official or designate, this position will be responsible for performing a variety of tasks related to accounts payable, accounts receivable, purchasing, bonds and record keeping duties. Accounts Payable – responsible for receipt, reconciliation, chartfield designation and input of all Building Department invoices, refund requests, and credits; preparation, chartfield designation, and payment of all employee travel expense advances, third party payments and reconciliation and departmental business expenses; preparation, chartfield designation and input of all departmental journal entries; maintenance of petty cash. Accounts Receivable – responsible for receiving, reviewing, chartfield designation and inputting of all departmental invoices; making necessary adjustments to invoices; tracking outstanding invoices and NSF cheques. Purchasing – responsible for purchasing, receipt and review various purchasing requests; determination of vendor, terms, and pricing of items; receipt and reconciliation of all goods and services to invoice amounts; make necessary adjustments; inputting various purchase orders using the PeopleSoft Financial System. Bonds – responsible for the receipt and review of all Indemnity bonds issued to the Building Department; input of the approved bonds into the Amanda System; administration of the bonds. Responsible to answer inquiries regarding any accounts payable, accounts receivable, purchasing or bond issues. Responsible for the maintenance of all financial records within the Building Department. Maintain amiable relations with the public and fellow employees. 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 an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education from a Community College in Accounting or Finance, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized accounting environment;
- Must have the ability to work with the Microsoft Office Suite of Products (Word, Excel and Outlook);
- Must be able to demonstrate excellent mathematical and reasoning skills;
- Must be a responsible and self-directed individual who works well independently and as a member of a team;
- Must possess excellent communication, organizational and interpersonal skills;
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an asset;
- The physical demands analysis associated with this job indicates a limited / moderate level of work.
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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.