

Job Posting #:

Job Title: FINANCIAL RECORDS CLERK - 543007

Department: Planning & Building Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

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 have a minimum typing speed of 40 wpm;
- 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;

WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a limited / moderate level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. 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

Update:

By Human Resources on February 1, 2017.

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.