

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>FINANCIAL PLANNING CLERK</b>		
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543052
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.11
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Performance Management and Financial Administration, this position will assist in the preparation, publication, presentation and monitoring of data. Assists in preparing and publishing annual Performance Reporting documents, such as the annual Ontario Municipal Benchmarking Initiative (OMBI) report (internal). This includes preparing spreadsheets, graphical analysis and visual presentation of performance data. Maintains database information and contact lists, distributes communications, monitors and compiles OMBI and Corporate Key Performance Indicator (KPI) information. This includes the creation of Performance Reporting graphs for use corporate-wide. Researches and prepares OMBI/Performance Measurement presentations and reports to Senior Administration, Council and the public. Creates and maintains database programs to extract pertinent information from various databases, such as the OMBI Data Warehouse and PeopleSoft System. Conducts preliminary analysis of OMBI data to ensure consistent formatting, grammar, and calculations; assesses data for completion and will follow up on outstanding items. This includes ensuring consistent presentation of public information between OMBI, Municipal Performance Measurement Program (MPMP) and Corporate Key Performance Indicators (KPI) reporting. Makes travel arrangements and ensures all corporate business, travel and meeting expense policy requirements are adhered to; processes related travel vouchers, accounts payable invoices and other various payments. Processes and creates OMBI Service Area and/or KPI graphs for use corporate-wide. Coordinates meetings, take minutes, prepares agendas and distributes appropriate handouts and packages. Will input journal entries, accounts payable vouchers and accounts receivable invoices as required. Communicates with, both verbally and in writing, and provides assistance to all city departments and other municipal representatives participating in OMBI/Performance Management. Maintains and monitors links and postings on the Management Performance Reporting site on Dashboard. Prepares, processes and posts monthly financial reports for corporate-wide distribution and use. Maintains attendance records for the division. Assists in special projects as assigned. 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 (2) two years of post-secondary education in Business Administration with a major in Accounting or Finance from a Community College or University, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized office environment using the Microsoft Office Suite of Products (such as Excel, Word, Power Point, Outlook);
- Must be a responsible, self-directed individual who works well separately and as a member of a team;
- Must have excellent interpersonal and customer service skills;
- Must have excellent written and oral communication skills;
- Experience in preparing, processing, and presenting statistical information, including the development of graphs, along with experience using financial software packages for the purposes of preparing and processing journal entries, along with accounting balance reconciliation and analysis would be considered an asset;
- Experience using PeopleSoft would be considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.

**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.**