

Job Posting #:

Job Title: ACCOUNTING CLERK - 543057

Department: Finance

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

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of Financial Accounting, this position will be responsible for balancing of all departments' receipts and deposits which are included in the daily cashbook, payment listings and mortgage payment listings. Batching all cashiers receipt and deposits and Tax Division staff input for keypunching. Review all tax journal entries, and refund requisitions for accuracy and correct entries. Assist and/or backup the Tax Accounting and Tax Certificate Clerks when required. Maintain amiable relations with the public and fellow staff. 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 a two (2) year post-secondary school Diploma in Business from a Community College or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized Accounting/Financial environment;
- Must have a sound working knowledge of computer systems, including the Microsoft Office Suite of Products (Outlook, Word, and Excel);
- Must have excellent interpersonal skills;
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions;
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WORKING CONDITIONS:

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

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a sedentary 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.