

Job Posting #:

Job Title: FINANCIAL ANALYSIS ACCOUNTING CLERK - 543069

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 the following duties: preparing periodic analyses and maintenance of various corporate balance sheet accounts; maintaining financial system chart of accounts; preparing and processing periodic GST/HST returns and rebate applications; self assessing GST/HST payable on purchases where appropriate; developing and maintaining procedures with respect to sales tax; preparing/processing various accounts receivable/payable invoices; allocating costs monthly to appropriate accounts; opening and closing G/L, A/P, and A/R on a monthly basis; ensuring payroll system interfaces properly with the financial system; preparing various working papers to support the annual external audit; involvement in preparation and analysis of periodic financial statements for Roseland Golf & Curling Club Limited; providing support for preparation of annual financial statements and FIR; maintenance of general ledger and journal entries as necessary; providing backup and/or support for bank reconciliation function as required. 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 three (3) year post-secondary school Diploma in Business Administration/Accounting from a Community College or Ontario Ministry of Education equivalencies;
- Must have over (1) year of experience working with computerized accounting systems using standard financial products (i.e. G/L, A/P, A/R);
- Must be capable of maintaining a complete set of financial records;
- Experience with spreadsheet and graphics software (Microsoft Excel and PowerPoint, or the like) would be preferred;
- Knowledge of PeopleSoft, A/R, and A/P systems would be considered an asset;
- Enrolment in or completion of a minimum of Level III under the Certified General Accountants program or equivalent level in the CMA program would be considered an asset;
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WORKING CONDITIONS:

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PHYSICAL REQUIREMENTS:

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