

JOB DESCRIPTION

POSITION:	FINANCIAL RECONCILIATION CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543071
HOURS OF WORK:	33.75	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Financial Accounting, this position will be responsible for the following duties: completion of bank reconciliation for the City's current fund, reserves, trust funds, clearing account, Roseland and Legal Department; correspondence with others who prepare bank reconciliations across the corporation to confirm and correct reconciling items between accounts; responds to general and specific inquiries by phone; verify and record in the City's books all bank charges, matured and purchased investments, and any grants received from other government agencies; correspond with bank on a regular basis regarding outstanding issues or error corrections required; verify daily VISA, MasterCard and Debit Card totals at various locations to bank statement; complete various bank transfers and ensure all bank transfers have been charged to the proper bank accounts; record monthly interest and allocate to the various funds; distribute various bank statements and copies of cleared cheques throughout the Corporation; ensure all cheque stop payments are processed appropriately; maintain control of pre-numbered deposit slips and ensure that all outstanding items on bank reconciliations are supported and dealt with in a timely manner; clear all cheques from City's cheque register; receives, opens and distributes mail from bank daily. 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 with a major in Accounting from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of work experience in a computerized accounting environment using standard financial products (i.e., GL, AP, AR, reconciliation, etc.);
- Must be capable of maintaining a complete set of financial records;
- Knowledge of the PeopleSoft Financial Systems and/or previous bank reconciliation experience 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.