

JOB DESCRIPTION

POSITION:	ACCOUNTS RECEIVABLE CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543073
HOURS OF WORK:	33.75	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Accounting Services, this position will be responsible for performing clerical and bookkeeping duties pertaining to accounts receivable, general ledger and account analysis. Maintains accounts receivable records for all City departments such as provincial and federal subsidy claims; maintains daily records and inputs into computer, journal entries, adjustments sheets and invoices to the sub-ledger. Reconciles monthly accounts receivable sub-ledger to the general ledger using PeopleSoft. Makes necessary corrections and adjustments to ensure reports balance and claims are free of errors; responds to general telephone inquiries and at the counter. Maintains follow-up for returned cheques and performs accounts receivable adjustments. Responsible for the maintenance and additions to the accounts receivable customer database and to provide backup to cashiers as needed. Prepares reports relating to accounts receivable 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 an Ontario Secondary School Graduation diploma plus two (2) years of post secondary school courses in Accounting or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized accounts receivable environment using Microsoft Word, Excel and Outlook;
- Successful applicant will be capable of working without detailed direction or close supervision;
- Experience with the PeopleSoft Financial System will be considered a definite 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.