

JOB DESCRIPTION

POSITION:	SENIOR INVOICE CLERK		
DEPARTMENT:	Development, Projects & Right of Way	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543140
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position performs accounting and clerical functions in the Development, Projects and Right-of-Way Division of the Engineering Department. Responsible for the preparation of accounts receivable invoices and processes payment of accounts payable invoices; processes requisitions for goods and services for the Operations Department and Engineering Department electronically in the PeopleSoft Financial System. Enters fuel purchases in Maintenance Management. Creates/edits vendor and customer accounts; processes journal entries and enters receipts of goods ordered on an encumbered purchase order in the PeopleSoft Financial System. Records, analyzes and reconciles on a monthly basis, invoices relating to the departmental Corporate Purchasing Card, and produces and distributes summaries of the Purchasing Card transaction activity. Responsible for ensuring year-end invoices are recorded in the appropriate fiscal year and assists with year-end inventory for specific Divisions of the Operations Department. Maintains a file system of paid and outstanding purchase orders, invoices, small purchase orders, and in addition, an Excel spreadsheet to track salt usage, office supplies, etc. Responds to inquiries from vendors regarding status of payments, problems and complaints. Will seldom be required to attend off-site meetings; Communicates with the public and fellow staff in a courteous and tactful manner. 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 education from a Community College or University in Accounting, or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized accounting environment;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a sound working knowledge of computer systems, including the Microsoft Office Suite of Products (Outlook, Word, and Excel);
- Must be capable of working with a minimum of supervision;
- Must have proven oral and written communication skills;
- Must be proficient in mathematical calculations;
- Must have neat and legible penmanship;
- Experience with PeopleSoft Financials would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary 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.