

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CLERK SENIOR</b>		
<b>DEPARTMENT:</b>	Development, Projects & Right of Way	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543142
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.12
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Administration, this position will be responsible for electronic processing of accounts payable invoices in PeopleSoft relating to progress payments, engineering consultant invoices and fleet inventory purchases for the Office of the City Engineer, as well as payment of various invoices for renewal of professional licences, dues and subscriptions; prepares and calculates funds for travel and business expenses and is also responsible for reconciliation of advanced funds versus actual expenditures; input data to create and process progress payment certificates in the progress payment system (Contract PC); process holdback releases ensuring compliance with all legislative requirements in the Construction Lien Act and any other relevant legislation; verify consultant certificates, change orders and other relevant information; maintain files for all construction projects; communicate with vendors, consultants, contractors and other City departments regarding progress payment certificates and related issues; liaise with the Technical Support Division regarding improvements in the progress payment system (Contract PC); prepare and maintain spreadsheets in Excel to keep track of progress payments and payments to consultants; prepare accounts receivable billings related to construction project recoveries; process construction surety certificates; prepare year-end financial processing reports in undertaking procedures required to close off the fiscal year end; assist with taking inventory. Travels to Crawford Yard once per year for inventory purposes and off-site to meetings as required; Respond to telephone inquiries as required. Prepare various correspondence and statistical reports. Maintain amiable relations with fellow staff and the general public. 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 in Accounting from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over one (1) year 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.**