

JOB DESCRIPTION

POSITION:	SENIOR ACCOUNTING CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543168
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will process the Parks & Recreation's accounts payables using PeopleSoft in accordance with Purchasing By-Laws, including requisitions, purchase and contract orders, delivery/packing slips, receipt releases and partial releases. Will be required to prepare requisitions and enter into PeopleSoft system, verify corresponding purchase orders, verify or obtain appropriate signatures and makes changes as required. Will verify content of and process for payment direct payables (equipment rental, utilities, surveys, etc.). Process electronic receipts of goods/services forms. Respond to telephone inquiries. Type using a personal computer and file occasionally. Maintain contact with vendors pertaining to deliveries, invoices, status of accounts, follow-up etc. Provides functional supervision to explain work procedures and review, monitor and supervise work of grant/student placements. Creates and coordinates the VISA Corporate Purchasing Card Spreadsheet for departmental transactions including the reconciliation of monthly statement for payment and monitoring of daily VISA use ensuring the Purchasing Card Policies & Procedures are in compliance. Will be responsible for collecting payment slips, entering data into spreadsheet, reconciling statement and spreadsheet, processing for payment, allocating charges to appropriate divisions/chart fields and maintaining VISA records. Analyze accounting transactions relating to payables and accruals and process necessary journal or adjusting entries in PeopleSoft. Will be required to review and analyze commitments. Act as the departmental coordinator for PeopleSoft Accounts Payable; liaise with the Purchasing Division as required. Liaise with vendors and maintains and updates vendor accounts payable files, Purchase/Contract order books. Maintain contact with vendors and supply information to them from APS. Maintain amiable relations with the public and fellow staff. 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 Business or Finance or Accounting from a recognized Community College or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in financial systems in a computerized office environment;
- Must have proven oral and written communication skills as well as public relations and organization skills;
- Knowledge and experience with the Microsoft Suite of Products and Corporate applications will 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.