

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>ACCOUNTS RECEIVABLE CLERK</b>		
<b>DEPARTMENT:</b>	Recreation & Culture		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543170
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.10

**DUTIES:**

Reporting to the Manager of Administration, this position will be responsible for processing miscellaneous revenues including cash, cheques and debit/credit card payments; handling daily banking transactions; producing and analyze periodic revenue reports and preparing appropriate journal entries; troubleshooting and handling inquiries regarding transactions processed through ActiveNet and Amanda, and making necessary and appropriate journal adjustments or corrections; will act as liaison between Social Services Department and Recreation & Culture's Community Centre Staff in regard to subsidized recreation program usage; maintain records, prepare monthly submissions including attendance reports to Social Services for determination of subsidies, and process payments received from Social Services; administer and process the different aspects of recreational program subsidies; receive payments/electronic fund transfer notices from Finance and re-allocate revenues to appropriate accounts; order, maintain banking supply inventory and distribute supplies to various users within the Service Area; track gas purchases to internal accounts from various user-entities and process appropriate journal transfers; process interdepartmental billings and produce various invoices for services rendered by Parks, Recreation & Culture, and Facilities; coordinate with Finance Department in regard to Service Area's accounts receivables including the processing of invoices and appropriate recording of payments to cover NSF cheques; supervise volunteer placements including high school and college students and other unpaid placements, and summer grant students. 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 education in Accounting, Business or Finance from a Community College or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized accounting office environment utilizing the Microsoft Office Suite of Products (such as Word, Excel and Outlook);
- 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 proven oral and written communication skills as well as public relations and organizational skills;
- Previous experience working with corporate applications such as PeopleSoft Accounts Receivable, ActiveNet and Amanda 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.**