

JOB DESCRIPTION

POSITION:	PAYROLL & ACCOUNTS PAYABLE CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543172
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration (Parks, Recreation & Culture, & Facilities – Administration), this position will be responsible for processing and maintaining payroll documents and records, payroll corrections, and cheque distribution for Arena Concessions/Patrol and Recreation & Culture employees. Will be responsible for processing and submitting appropriate payroll forms including the payment of approved car mileage requests. Incumbent will be responsible for the Main Office petty cash and processing requests for replenishments from other offsite locations. Incumbent will utilize the electronic Accounts Payable system to process approved payments for various accounts payable invoices which include small purchase orders and other invoices relating to publications/business card requests, professional dues, licences, program registration, refunds, utilities, alarm renewals, business and travel expenditures and maintaining appropriate files. Will be responsible to prepare and process Progress Payment requests including verifying necessary legal documents for final release of contract payments. Will be responsible for processing inter-departmental billings, transfer and adjustments, journal entries and maintaining the Central File for these documents. Will coordinate work assignments for student employees and/or trainees. Will be responsible for the production and filing of various departmental reports related to personnel and payroll matters. 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 one (1) year of post secondary education from a Community College or University in the field of Finance, Business, Accounting, Office Administration or Human Resources or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized accounting, payroll or human resources office environment;
- Must possess the ability to communicate effectively, both verbally and in writing;
- Must be capable of working with minimum supervision;
- Must have a minimum typing speed of 40 wpm;
- Must have computer skills in Word, Excel, and Outlook;
- Experience in PeopleSoft HRMS and Accounts Payable and other database systems 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.