

JOB DESCRIPTION

POSITION:	JUNIOR CLERK - FINANCE		
DEPARTMENT:	Social & Health Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543209
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to Manager of Administration, this position will be responsible for general office duties including typing, filing, screening of telephone or switchboard inquiries; sorting of data; processing accounts receivable; must communicate with the public and fellow staff in a tactful and courteous 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 one (1) year of post-secondary education in the Accounting field or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized office environment using the Microsoft suite of products as well as experience in a financial environment;
- Must have a minimum typing speed of 40 wpm;
- Excellent mathematical skills are essential;
- 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.