

JOB DESCRIPTION

POSITION:	INTERMEDIATE CLERK		
DEPARTMENT:	Community Development & Health Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543243
HOURS OF WORK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Manager of Administration, this position will be responsible for compiling financial information for purposes of program reconciliations; gathering and maintaining statistical information: completion of financial adjustments to accurately reflect provision of child care services; maintaining and reviewing changes in the Municipal Child Care system as it relates to customer authorizations and enrolment; maintaining and reconciling customer deposits as it relates to Municipal Child Care Centers; assists in telephone inquiries relative to programs, services and customer's statement of accounts; prepare and process items such as letters, memorandums, reports and forms etc.; performs general office duties such as filing, photocopying; and responds to departmental inquiries. Must maintain amiable relations with co-workers and customers. 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 school education in Accounting/Business Studies or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Office Suite of Products (such as Word, Access, Outlook);
- A working knowledge of database programs is considered an asset;
- Knowledge of Children's Services legislation, policies and procedures 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.