

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CLERK – INTERMEDIATE (FINANCE)</b>		
<b>DEPARTMENT:</b>	Community Development & Health Services		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	35.00	<b>JOB CODE:</b>	543357
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.09

**DUTIES:**

Reporting to the Manager of Administration or designate, this position will perform general office duties in a highly computerized environment including; typing, data input, processing of employee information change forms, accounts payable processing, preparation of monthly statistical reports, development & maintenance of departmental organization charts, dental program delivery, design & development of internal forms, letters and spreadsheets. 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 (1) year of post-secondary education in Accounting Studies from a Community College or Ontario Ministry of Education equivalencies;
- Must have over (1) year of experience in a computerized office environment using the Microsoft Office Suite of products including Windows, Word, Excel, Power Point and Outlook;
- Must have a minimum accurate typing speed of 40 wpm;
- Knowledge of Social & Health Services, legislation, policies and procedures will be considered an asset;
- Knowledge of SDMT/SAMS would 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.**