

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>INTERMEDIATE CLERK - HURON LODGE</b>		
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543397
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Operating Budget Control & Financial Administration, the position provides general clerical and accounting support to the Finance Department. The incumbent reconciles provincial and municipal accounting structures to provide audit trails supporting the accuracy and validity of subsidy claims (i.e. High Intensity Needs and Ministry's Annual Funding) and answers questions from auditors. Completes standard subsidy claim forms using information from Microsoft Excel spreadsheets, PeopleSoft Financial System and GoldCare. Performs bookkeeping and accounting functions for subsidy claims, VISA expenses, etc., by adjusting accounts on sub-programmes, spreadsheets, forms etc. Completes journal entries and compiles information for year-end accruals of receivables; distributes computer printouts for various accounts to appropriate staff persons; Completes special reports as assigned by the manager. Monitors claim receivables against subsidy cheques for the Province. Audits Resident Trust accounts and identifies and prepares correcting entries as required. Performs monthly audits of petty cash as well as resident files to ensure compliance with Ministry standards and guidelines. Compiles information and enters data, including but not limited to sub-ledger continuity, subsidy data and invoice tracking. Responds to routine telephone inquiries pertaining to subsidy accounts. 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 Accounting from a Community College or University or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience working with computerized accounting systems using standard financial products (general ledger (G/L), account balance reconciliation, journal entries, etc);
- 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 be able to demonstrate excellent mathematical and reasoning skills;
- Must be a responsible and self-directed individual who works well independently and as a member of a team;
- Must be able to demonstrate an advanced level of skill in Excel;
- Previous experience working with Government programs 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.**