

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CORPORATE COLLECTIONS ANALYST</b>		
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543402
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.16
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager, Treasury & Cash Management, this position will assist with the collection of corporate accounts receivable through the maintenance and monitoring of an aged receivable trial balance and recommending and employing various collection methodologies to ensure the City's accounts are appropriately managed, collected and forecasted. Provides direction, support and leadership to collections staff. Responsible for the direct collection of all trade accounts over \$50,000.00; collection of all long term receivables including monthly reconciliation of receivable sub-ledgers and; completion of regular reporting and analysis relating to all accounts receivable (for example weekly progress reports, monthly accounts receivable analysis, projections.) Will assist with the preparation and submission of Council or CAO reports as required; assist with the calculation of the annual Allowance for Doubtful accounts; Review of all incoming cheques for material collections considerations and oversees various administrative duties related to accounts receivable. Responsible to schedule and co-ordinate annual tax sale proceedings which includes the advertisement of eligible properties, calculation of cancellation prices, distribution of tender materials, payments into court and issuance of legal notifications. 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 a four (4) year University Degree in Business Administration or Ontario Ministry of Education equivalency;
- Must have over three (3) years experience in collections of receivables or credit lending;
- Preference may be given to those with a legal background to support collections efforts;
- Knowledge of position-related legislation will be considered an asset;
- A financial management background is an asset;
- A recognized designation in accounting (or acceptable equivalency as recognized by applicable regulatory body) will be considered an asset.
- The physical demands analysis associated with this job indicates a light 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.**