

JOB DESCRIPTION

POSITION:	PARKS & RECREATION DATA CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543420
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will provide clerical support and handle data entry requirements as well as bookkeeping functions for the Parks Facilities and Recreation & Culture Departments. Duties include: assisting with the retrieval, updating and closing of Forestry Service Requests on the Motorola system; data entry into the Hansen system for work orders or updates in Forestry division; file and maintain Forestry files; input accounts payables, including requisitions, delivery/packing slips, receipts releases or partial receipts; copy, distribute and file accounts payable invoices, slips and related documents; maintain accounts payable files; download the Corporation's monthly TELUS cell phone bills, calculate and allocate pooling savings and HST to individual departments using complex spreadsheets, update individual user information for processing bills; process any required or requested changes on wireless devices including name changes, chart fields, contract information, etc.; respond to inquiries about Parks & Recreation programs, facilities and accounts; process accounting entries using the financial system; handle other data entry duties as required; maintain amiable relations with the public and fellow staff. 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 a minimum of one (1) year of post-secondary education in Business or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in Bookkeeping or Accounting in a computerized office environment as well as in utilizing the Microsoft Suite of Products such as Word and Advanced Levels in Excel;
- Must be proficient in word processing with a minimum typing speed of 40 wpm;
- Must possess excellent written and oral communication skills;
- Must have excellent interpersonal skills and the ability to work with minimum supervision;
- Proficiency in and experience with computer systems such as PeopleSoft financial system or other accounting systems will be considered a definite 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.