

JOB DESCRIPTION

POSITION:	ACCOUNTING CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543057
HOURS OF WORK:	33.75	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Financial Accounting, this position will be responsible for balancing of all departments' receipts and deposits which are included in the daily cashbook, payment listings and mortgage payment listings. Batching all cashiers receipt and deposits and Tax Division staff input for keypunching. Review all tax journal entries, and refund requisitions for accuracy and correct entries. Assist and/or backup the Tax Accounting and Tax Certificate Clerks when 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 a two (2) year post-secondary school Diploma in Business from a Community College or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized Accounting/Financial environment;
- Must have a sound working knowledge of computer systems, including the Microsoft Office Suite of Products (Outlook, Word, and Excel);
- Must have excellent interpersonal skills;
- Must be able to work without detailed direction or close supervision and have the ability to interpret written instructions;
- 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.