

JOB DESCRIPTION

POSITION: FINANCIAL ANALYSIS ACCOUNTING CLERK			
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543069
HOURS OF WORK:	33.75	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Financial Accounting, this position will be responsible for the following duties: preparing periodic analyses and maintenance of various corporate balance sheet accounts; maintaining financial system chart of accounts; preparing and processing periodic GST/HST returns and rebate applications; self assessing GST/HST payable on purchases where appropriate; developing and maintaining procedures with respect to sales tax; preparing/processing various accounts receivable/payable invoices; allocating costs monthly to appropriate accounts; opening and closing G/L, A/P, and A/R on a monthly basis; ensuring payroll system interfaces properly with the financial system; preparing various working papers to support the annual external audit; involvement in preparation and analysis of periodic financial statements for Roseland Golf & Curling Club Limited; providing support for preparation of annual financial statements and FIR; maintenance of general ledger and journal entries as necessary; providing backup and/or support for bank reconciliation function as required. 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 three (3) year post-secondary school Diploma in Business Administration/Accounting from a Community College or Ontario Ministry of Education equivalencies;
- Must have over (1) year of experience working with computerized accounting systems using standard financial products (i.e. G/L, A/P, A/R);
- Must be capable of maintaining a complete set of financial records;
- Experience with spreadsheet and graphics software (Microsoft Excel and PowerPoint, or the like) would be preferred;
- Knowledge of PeopleSoft, A/R, and A/P systems would be considered an asset;
- Enrolment in or completion of a minimum of Level III under the Certified General Accountants program or equivalent level in the CMA program would 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.