

Job Posting #:

Job Title: ACCOUNTS RECEIVABLE CLERK - 543073

Department: Finance

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of Accounting Services, this position will be responsible for performing clerical and bookkeeping duties pertaining to accounts receivable, general ledger and account analysis. Maintains accounts receivable records for all City departments; maintains daily records and inputs into computer, journal entries, adjustments sheets and invoices to the sub-ledger. Reconciles monthly accounts receivable sub-ledger to the general ledger using PeopleSoft. Makes necessary corrections and adjustments to ensure reports balance and claims are free of errors; responds to general telephone and email inquiries. Maintains follow-up for returned cheques and performs accounts receivable adjustments. Responsible for the maintenance and additions to the accounts receivable customer database. Prepares reports relating to accounts receivable 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 an Ontario Secondary School Graduation diploma plus two (2) years of post secondary school courses in Accounting or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized accounts receivable environment using Microsoft Word, Excel and Outlook;
- Successful applicant will be capable of working without detailed direction or close supervision;
- Experience with the PeopleSoft Financial System will be considered a definite asset;

WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.