

JOB DESCRIPTION

POSITION:	INTERMEDIATE ACCOUNTING CLERK		
DEPARTMENT:	Development, Projects & Right of Way		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543146
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.09

DUTIES:

Reporting to the Manager of Right of Way, this position will perform various accounting duties related to the operation of the Engineering area. Coordinate all aspects of the sewer repair/replacement contract including the preparation of documents for Lien Registrations, processing of payments and holdback to contractor and billings to homeowners. Prepare accounts receivable invoices and journal entries for specialized recoverable works. Process accounts payable invoices and vouchers in PeopleSoft Financials. Balance and reconcile the daily cash transactions of the Customer Service Representatives in the Amanda cash system and the Bank P.O.S. terminal. Travels to Crawford Yard once per year for inventory purposes and off-site to meetings as required; Maintains 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 one (1) year of post-secondary education in Accounting from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in a computerized environment;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have working knowledge of Accounting programs such as Oracle as well as the Microsoft Office Suite of Products, (i.e Word, Excel and Outlook);
- Must have the ability to work independently with a minimum of supervision;
- Must possess excellent communication, organizational and interpersonal skills;
- Must be proficient in mathematical calculations;
- Previous experience in the use of PeopleSoft Financials and Amanda would be considered an 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.