

JOB DESCRIPTION

POSITION:	FINANCIAL RECONCILIATION CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543211
HOURS OF WORK:	33.75	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager, Financial Accounting, this position performs bank reconciliation duties for the Social Services Department. Will reconcile bank statements regarding the cashing of daily and monthly Social Services Assistance cheques and the daily and monthly direct banking deposits. Contacts the appropriate individuals within the Social Services Department and/or the bank regarding errors, forgeries, or any other information pertaining to the direct banking deposit and cashed cheques. Marks and pulls client cheques on hold at Social Services on a monthly basis. Assists with recalling direct deposits and issuing stop payments on cheques issued in error. Analyzes Social Services cheque register and bank reports to identify reversed/returned items and notifies appropriate individuals within Social Services. Completes ad hoc financial and statistical reports when requested. Explains procedures and assists new or inexperienced employees in making corrections to client cheques. 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 three (3) years of post-secondary courses from a Community College in Finance/Accounting, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized Accounting environment, which includes bank reconciliation;
- Must have proven keyboarding skills;
- Must have excellent mathematical skills;
- Must be a responsible, self-directed individual who works well independently and as part of a team;
- Must have good verbal and written communication skills;
- Must have excellent computer skills;
- 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.