

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCE ADMINISTRATION & REVENUE GENERATION DIVISION – LOCATION –VARIOUS)

FINANCIAL ASSISTANT II – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Business Administrator performs a variety of payroll and human resource related accounting and accounts payable and other general accounting support functions related to the portfolio assigned.

GENERAL DUTIES

Maintain human resource related records for the portfolio by:

- Processing confidential employee records and forms such as absenteeism forms, overtime forms, job requisitions, Personnel Change Notifications (PCN's), etc.;
- Preparing, reconciling and distributing monthly vacation and overtime balance reports for verification and correcting discrepancies as required;
- Run and distribute ASMP reports and enter interview dates;
- Maintain and update various staffing reports;
- Forwarding absence reports as required to Human Resources, reviewing and verifying weekly attendance reports, correcting discrepancies and confirming non-paid time; and by
- Facilitating hiring paperwork and processes for all new employees including students, to ensure timely payments.

Verify, enter and balance payroll for all wage employees.

Assist in gathering revenue, expense and other budget related data to support client groups.

Process credit card/direct payment transactions for the portfolio including receiving and processing cash and cheque deposits.

Review capital contract tender related purchase requisitions and vendor invoices to ensure appropriate expenditures and approvals; maintain and co-ordinate contract payments.

Maintain, process and assist with reporting on P-cards.

Review and process invoices. Calculate and compare costs/expenditures, notes discrepancies, identifies corrections and ensure appropriate authorization and account distribution.

Process cheque requisitions, purchase orders, travel expenses and mileage expenses and ensures appropriate authorization and account distribution. Review and enter purchase requisitions into computerized financial system. Monitor accounts for errors, prepare and enter correcting journals.

Run Available Fund Reports and other transactions listings as required.

Create and maintain basic spreadsheets, tracking tender processes and co-ordinating acquisitions, renewals and returns of computer hardware.

Maintain employee cell agreement file and ensures monthly billings are properly distributed. Process cell phone orders as required.

Receive and answer human resource, payroll and accounts payable related inquiries from staff and vendors as required.

Maintain, balance and reimburse petty cash for portfolio as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of basic accounting and related financial reporting requirements typically acquired by the completion of high school plus an additional business/accounting specialized related program of up to one-year duration and/or a combination of equivalent education and related work experience.
2. Previous related experience sufficient to acquire competence in basic accounting concepts and processes.
3. Demonstrated ability to communicate both orally and in written form with varying audiences.
4. Must be detail oriented and have analytical, organizational and time management skills.
5. Must have an intermediate knowledge of and experience with Excel, sufficient to manipulate data and create basic financial reports in presentation format using Excel functionality such as sorting and formatting.
6. Demonstrated knowledge and experience with PeopleSoft would be an asset.
7. Knowledge and understanding of payroll including the *Employment Standards Act* and the union contracts (i.e. shift premium, supper allowance, etc.) would be an asset.