



**The Corporation of the City Of Brantford
Finance Department**

requires

Payment Processing Clerk Job ID #2099

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200km of the City of Brantford city limits). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor of Customer Service Utilities, the Payment Processing Clerk's primary function will be to receive and post payments to accounts, handle financial transactions which may include cheques, money orders, credit card payments and electronic fund transfers, reconcile credit card and electronic fund transfer to accounts and process pre-authorized payments. The Payment Processing Clerk will also prepare daily bank deposits and prepare and review the file for automatic bank withdrawals as well as open and process and file incoming mail.

QUALIFICATIONS

- Applicants must possess a Secondary School Diploma plus a one (1) year Community College Certificate in Business Administration or equivalent.
- a minimum of one (1) year experience in an office environment.
- Knowledge of JD Edwards Financial Information System (JDE) is an asset.
- Good working knowledge of Word, Excel and Outlook.
- Banking Knowledge is an asset.
- Excellent organizational skills, communication skills, detailed oriented and the ability to adhere to strict deadlines.

WAGE/SALARY RANGE: \$29.98 to \$31.89 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://www.brantford.ca/en/your-government/careers.aspx> and click on **Current Opportunities**.

Closing date for applications: **Thursday, June 13, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.