

Permit Account Clerk
1 – Permanent Position
Facility Services
CUPE Local 4400 Unit C - Grade J (12 Month)
\$31.56 - \$37.02

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Facility Permitting Team Leader, under the direction of the Senior Permit Clerk, the Permit Account Clerk is responsible for supporting the accounting operations of the Permits department to ensure revenue collected are posted to the appropriate accounts.

Summary of Duties:

- Reconcile daily cash, cheque, direct debit and credit card receipts;
- Prepare accounting forms to General Accounting to ensure that revenues are deposited into the proper accounts in SAP;
- Daily maintenance of financial records and deposit cash and cheques at the General Accounting Office TDSB;
- Collect, compile, prepare and report monthly statistics;
- Prepare monthly journal entries to charge or refund internal clients / TDSB accounts and prepare refunds outside clients; create cheque requisitions;
- Identify and resolve discrepancies including escalating of issues to the Senior Permit Clerk and Manager;
- identify and resolve problems in the payment system, trouble shoot interface issues between the payment systems (SAP and Class);
- Liaise with TDSB Accounts Receivable and take appropriate action for non-payment;
- Prepare and analyze various reports from e-commerce payment system, eBase and SAP as requested;
- Generate reports and analyze permit revenue on a site-by-site basis to enable proper distribution of permit revenue to each school;
- Reconcile revenue deposited into SAP against the amounts generated in the e-Commerce and eBase permit system;
- Identify anomalies (e.g., mis-matches between account category and fee category, wrong rates for usage dates) and forward to permit agents for investigation and correction;
- Review client accounts periodically to bring accounts up-to-date;
- Verify information and review supporting documentation provided by the client to ensure that the appropriate account and fee category are assigned;
- Liaise with schools, Board administration and other business contacts outside TDSB;
- Receive and respond to queries related to account activities for the Permit office; and
- Other related duties as assigned.

Qualifications:

- Secondary school diploma including Business Studies courses (e.g. Accounting) with two years related experience, or equivalent combination of education and experience;
- Experience handling billings/cash/cheques, experience in forms processing, dealing with figures (e.g. bank/account reconciliation, etc.);
- Knowledge and understanding of Board policies and procedures with respect to permitting and accounting;

- Understanding of facility operations and maintenance issues;
- Proficiency and expertise in the use of computer technology (e.g., e-mail, word processing, databases, spreadsheets, financial information systems and facility permitting systems);
- Ability to communicate in a sensitive, courteous manner with parents, trustees, community members, staff and the general public with a customer service focus;
- Ability to maintain confidential information in a circumspect manner; and
- Strong organizational skills and problem-solving skills.

Location: 401 College Street (Hybrid Work Eligible) (Wheelchair Accessible)

Work Year: 12 months

Hours: 35 hours per week

Please Note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-25-1005UE** in the subject line
3. Apply no later than 4:30 pm on **January 23, 2025**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.