

# JOB OPPORTUNITIES FOR MEMBERS



## Accounting Clerk

Application Deadline: October 12, 2017

**WE ARE LOOKING TO BUILD** up our staff team with people who have courage and commitment to help our members win in the workplace and in the community.

When you work as an Accounting Clerk for the Hospital Employees' Union you are a part of an organization working for better working and caring conditions in B.C.

We are seeking applications from HEU members with **extensive accounting experience** to fill an Accounting Clerk position at our Burnaby Office site.

### Summary of Work

The Accounting Clerk provides a wide range of duties to ensure efficient processing of financial transactions for and relating to HEU members.

Reporting to the Coordinator of Finance, through the Accountant, the Accounting Clerk performs full cycle accounting, payroll and/or clerical duties. The work requires accurate and timely preparation, processing and maintenance of accounting, payroll records and related documents using spreadsheets and specialized accounting software. The Accounting Clerk is required to exercise initiative and judgement in organizing and executing their duties.

Duties performed by an Accounting Clerk may vary from assignment to assignment. However, the incumbent is expected to be capable of performing the full scope of duties within the job description.

### Duties and Responsibilities

The general duties and responsibilities of the Accounting Clerk are as indicated but not limited to the following:

- Prepare accounts payable for payment, coding and approval of invoices, process recurring payments.
- Post accounts receivable invoices and credit notes.
- Pursue receipt of overdue accounts and resolve minor differences with vendors.
- Prepare bank deposits and process dues receipts on the accounting system.
- Prepare, process and maintain bi-weekly payroll and payroll related information.
- Handle telephone, e-mail and in-person enquiries regarding related accounting and payroll matters.

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- Prepare, process and analyze data required for monthly and year end reporting.
- Prepare and maintain a variety of related files, records and reports.
- Maintain up-to-date knowledge of HEU policies, programs and campaigns.

## **Qualifications and Experience**

- Minimum of three years related work experience, ideally in a union environment.
- Post-secondary education in a relevant field or an equivalent combination of education and experience.
- Advanced knowledge in the principles, methods and procedures of accounting and payroll.
- Proficient in working with Excel, specialized accounting software, MS Word and Outlook and prepared to work with updated versions of this software and to learn to use new software.
- Effective and respectful communication skills (written, verbal and listening).
- Keyboard accurately at 50 WPM.
- Systematic with excellent attention to detail.
- Ability to maintain confidentiality and show sound judgement.
- Display honesty, integrity and ethical conduct.
- Commitment to labour principles and the goals of HEU.
- Ability to work as a member of a team.
- Ability to work under pressure and to prioritize work.

## **Working Conditions**

May be required to work some evenings and weekends and may be required to travel.

## **To Apply**

Please email your resume and a detailed letter, outlining how you meet the qualifications and experience criteria for the position, to Patti da Silva at [pdasilva@heu.org](mailto:pdasilva@heu.org) by October 12, 2017.

## **Selection Process**

Only candidates meeting all of the qualifications and experience criteria will be interviewed/ tested.

Candidates not successful in the interview/testing will be notified by email and will, upon request, be provided with a full review of their performance in the interview process and a plan for overcoming the performance gaps going forward.