

# JOB OPPORTUNITIES FOR MEMBERS



## Casual Accounting Clerk

**Application Deadline: May 31, 2025**

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

We currently have openings for casual accounting clerks at our Provincial office and we are seeking applications from HEU members with **extensive accounting experience** to fill these casual positions. The positions range from casual relief to temporary full-time.

### Summary of Work

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

Reporting to the Finance and Accounting Manager, the Accounting Clerk performs full-cycle accounting, and/or clerical duties. The work requires accurate and timely preparation, processing and maintenance of accounting, 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 perform 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, and 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.
- Handle telephone, e-mail, and in-person enquiries regarding related accounting matters.
- 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.

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## Qualifications and Experience

- Minimum of three years of 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 of the principles, methods, and procedures of accounting.
- 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, oral, 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 including your local, updated address, and a detailed letter**, outlining how you meet the qualifications and experience criteria for the position, to **jobapplication@heu.org** (*subject line: Accounting Clerk - Casual - Your Name*) by **May 31, 2025**.

## Selection Process

Only candidates who demonstrate they meet all of the qualifications and experience criteria will be interviewed/tested. Candidates who are not successful in the interview/testing will be notified by email and will, upon request, be provided with feedback on their performance in the interview process.

This position is in the HEU/PEA-HESU Chapter bargaining unit and is covered by the HEU/PEA-HESU Collective Agreement.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity and is representative of the communities we serve.

We strongly encourage applications from members who identify as Indigenous, people of colour, women, people with disabilities, young workers, and 2SLGBTQ+. **If you have any questions, please email them to jobapplication@heu.org.**