Employment opportunity:
Accounting Clerk

Are you an experienced finance and accounting professional interested in working for a progressive health care union with a large and diverse membership and a broad social justice mandate?

The Hospital Employees' Union is looking for a skilled individual to fill a **full-time Accounting Clerk** position at its provincial office in Burnaby, British Columbia.

The role of this position is to perform accounting and clerical duties as delegated by the Finance and Accounting Manager. The work requires accurate and timely preparation, processing, and maintenance of accounting records and related documents using spreadsheets and specialized accounting software. The incumbent is required to exercise independence of judgement and action in the accounting and record-keeping functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepare accounts payable for payment, code and obtain 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 inquiries 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 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, 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 prioritize work.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Minimum of grade 12 with progressive studies toward a C.P.A. or similar accounting program, with a minimum of three years of practical experience in an accounting/financial environment, or an equivalent combination of education and experience.

WORKING CONDITIONS

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

This is a unionized position. Compensation is based on a collective agreement and includes a 72-hour fortnight and generous vacation time and benefits, including a defined benefit pension plan. The current annual salary for this position is $83,397.60.

ABOUT HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

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 encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

Interested in working with us? Here is how to apply.

Please send your resume and cover letter to: **Jobapplication@heu.org (subject line: Accounting Clerk - Your Name) by 4:00 PM, Friday, November 13, 2026.**

Applications will be reviewed as received.

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.