

Employment opportunities: Temporary Full-Time Accounting Clerk and Casual Accounting Clerk Positions



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 skilled individuals to fill a temporary full-time **Accounting Clerk** position and several **Casual Accounting Clerk** positions at its provincial office in Burnaby, British Columbia.

The Role

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, 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.
- 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.

Required Knowledge, Abilities and Skills

- 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.
- 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

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 and salary and benefits are set out in a collective agreement.

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 covering letter to: Jobapplication@heu.org (subject line: Accounting Clerk - Your Name) by 5:00 PM, June 3, 2022. Indicate if you are interested in the temporary full-time position, casual work, or both.

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