



DECEMBER 9, 2022

Position Vacancy for 2 Bookkeepers – Unifor Local 2002 Office

BOOKKEEPERS (2)

Reporting to the Secretary-Treasurer of Unifor Local 2002, the Bookkeeper will utilize their qualifications, skills, and work experience to perform the requirements of this position. These full-time positions are located at the Mississauga office and require resourceful, highly organized, and detail-oriented individuals.

KEY RESPONSIBILITIES

- Conduct day-to-day bookkeeping responsibilities
- Assist the Senior Accountant with recording, reconciling, and auditing accounting data
- Collect and collate accounting materials and post them into the general ledger in a complete, accurate, and timely manner
- Process incoming expense reports and invoices once all supporting documentation is complete
- Prepare EFT Batch payments and authorize them when required
- Prepare cheques (when required) for mailing, and collate and file the supporting documentation
- Create invoices for third-party reimbursable
- Coordinate all receipts and authorizations for items charged to the Union credit cards
- Record and monitor Union dues payments and the collection of receivables
- Prepare bank deposit slips for the accountant
- Complete monthly bank reconciliations
- Maintain financial and operational files
- Manage accurate electronic records (or paper trail when applicable) on all transactions for audit purposes
- Complete and perform other related duties as required

SKILLS AND QUALIFICATIONS

- Previous experience in bookkeeping
- Knowledge of accounting principles and procedures is required
- Post-secondary diploma or certificate in accounting or bookkeeping
- Strong computer skills with proficiency in MS Excel, Outlook, Word, and Intuit QuickBooks
- Self-starter/innovator in finding ways to better perform repetitive tasks using the existing or new tools
- Understanding of non-profit community-based programs and services
- Ability to follow written and verbal instructions
- Aptitude for detailed work with numerical data
- Ability to work independently
- Fluent in French is an asset

SUMMARY

Posting is open to all members of Unifor Local 2002 in good standing. Interested candidates are to submit a resume along with a cover letter to apply@unifor2002.org no later than **December 21, 2022 (12:00 EST)**. We thank all applicants for their interests and advise that only those selected for an interview will be contacted.

Starting Salary ranges from \$50,000 - \$60,000 per annum based on experience and qualifications.