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October 19, 2022

CUPE Ontario is seeking a Permanent Part-Time Senior Accountant

If you are a critical thinker and self starter who works well as part of a team, has accounting experience, a strong interest in the trade union movement and/or progressive organizations, possesses exceptional communications skills, and works well within an anti-racist and anti-oppression framework, we encourage you to apply for this position.

CUPE Ontario is seeking a Permanent Part-Time Senior Accountant to assist with CUPE Ontario's Accounting needs.

Applicants are invited to apply for the position by November 4, 2022 at 4pm.

CUPE Ontario's mission is to advance the lives of 280,000 members across the province, both at work and in their communities, by mounting campaigns for political mobilization, facilitating the coordination of collective bargaining, and fighting for social justice, equality, and against all forms of discrimination.

As Ontario's largest union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goals. As the political wing of Canada's largest union, political action and equity work are central to all aspects of our Action Plan which is developed and passed each year directly by the membership of our union.

CUPE Ontario is looking for an individual with the skills, abilities and stamina to support our political work. CUPE Ontario is committed to building a strong and diverse organization that is reflective of the diversity our members and society at large. Therefore, applicants from all equity deserving communities are strongly encouraged to apply.

This position will work collaboratively with the CUPE Ontario Secretary-Treasurer and bookkeeper to support the organization's finance functions.

Overview of Job Requirements:

- Reporting directly to the Secretary-Treasurer, CUPE Ontario seeks a Part-Time Senior Accountant (average 20 hours per week) to support our organization in a number of key senior accounting responsibilities.
- Responsible for implementing and monitoring the effectiveness of the organization's financial policies and making suggestions to the Secretary-Treasurer where appropriate.
- Maintain and monitor all accounting control procedures.

Fred Hahn
President

BUILDING A BETTER ONTARIO

Yolanda McClean
Secretary-Treasurer

- Monitor and report on overall organizational financial performance.
- Prepare quarterly financial statements and perform analysis for accuracy and completeness.
- Assist the Secretary-Treasurer in Board reporting.
- Direct and coordinate the accounting, budgeting, financial forecasting and other financial operations.
- Coordinate the preparation of year-end audit working papers and election audits.
- Prepare for and interact with external auditors.
- Coordinate the preparation of semi-annual and year-end documentation to elected trustees.
- Work collaboratively and provide advice, as needed, for the bookkeeper's responsibilities including accounts payables, accounts receivables, and per capita tax collections.
- Process payroll and ensure timely and accurate remittances, government filings and employee liability accruals.
- Oversee and process the issuance of cheque and Electronic Fund Transfer payments.
- Analyze and accrue incoming revenue including per capita tax and event registrations.
- Monitor cash balances, and bank and credit card activities for sound internal control and maximization of the financial bottom line.
- Prepare of bank reconciliations.
- Other related duties may be assigned.

Skills and Abilities:

- Excellent communications skills combined with excellent teamworking capacity.
- Strength in prioritizing and goal setting, with the ability to handle multiple tasks simultaneously in a busy, fast-paced environment.
- Experience with using Sage 50 accounting software is a benefit.
- Effective communication skills with individuals at all levels of the organization.
- Ability to work independently on own initiative and within a team environment.
- Bilingualism is an asset.

Minimum Requirements:

- CPA designation or close to completion or equivalent experience.
- Minimum 5 years of related working experience in industry.
- Extensive knowledge of Sage 50, especially its reporting functions.
- Solid working knowledge of the labour and/or progressive movements, and some knowledge of applicable legislation and best practices within the sector would be an asset.
- Ability to work independently and exercise good judgment.
- Above average oral and written communication skills in the English language.
- A valid Ontario driver's license would be an asset.

Weekly Salary: \$1,413.74 per week. Benefits, pension and conditions of employment are set out in the collective agreement between CUPE Ontario and COPE Local 343.

Hours of Work: Approximately 20 hours per week. CUPE Ontario office is open Monday to Friday 9am to 4pm.

Term: This is a permanent part-time position with a start date in November 2022.

Applications: Persons interested should send their resume and cover letter in Word or PDF. Applications will be accepted via e-mail, with “Permanent Part-Time Accountant” in the subject line, to the attention of Meaghan Dixon, Operations Coordinator, at jobs@cupe.on.ca, no later than November 4, 2022 at 4pm.

CUPE Ontario welcomes the contributions that individuals from equity deserving communities bring and invites Indigenous people; black and racialized people; women; gay, lesbian, bisexual, and /or queer identified people; transgender and transsexual persons; single parents; newcomers and/or refugees; people with disabilities; and people of all ages to apply.

We strongly encourage all applicants to describe in their cover letter the contributions and experiences they would bring to CUPE Ontario as individuals who identify as belonging to an equity deserving community.

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