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January 15, 2023

## **CUPE Ontario is seeking a Temporary Full Time Senior Bookkeeper**

**External applicants are invited to apply for the position by January 19, 2024, at 4pm.**

CUPE Ontario's mission is to advance the lives of 290,000 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, experience and stamina to support the office of the Secretary Treasurer and CUPE Ontario's Finance department. CUPE Ontario is committed to building a strong and diverse organization that is reflective of the diversity of our members and society at large. Applicants from all equity deserving communities are strongly encouraged to apply.

### **Position Description**

The Senior Bookkeeper provides support to CUPE Ontario's Secretary Treasurer's office and all aspects of CUPE Ontario's bookkeeping needs. The **Senior Bookkeeper** is detail-oriented; and demonstrates considerable initiative and a drive to get things done. The **Senior Bookkeeper** works as a part of a team with the Officers, a part-time Accountant, Political Staff, and Administrative Staff.

This is a senior staff position in a dynamic, fast paced, and politically responsive organization. This position has no set hours of work and is expected to often work long and irregular hours, including evenings and weekends.

## **Job Responsibilities**

### **Financial Statements**

- Enter all financial transactions into the financial records system in a timely manner;
- Prepare financial updates and reports as required for Committees, Executive Board, Conventions, Conferences, Schools, Trustees, Auditors, and other reports as directed by the Secretary Treasurer;
- Track income and expenses;

### **Accounts Payable**

- Reconcile credit cards;
- Print cheques with supporting documentation;
- Post approved vendor invoices & member expenses using a multi departmental and multi project system in Sage Accounting Software;
- File vendor & member supporting documents;

### **Accounts Receivable**

- Produce invoices for campaign work, and other relevant reimbursable expenditures;
- Track & follow up with outstanding receivables for per capita and other revenue sources including events;
- Routinely post cash receipts;
- Prepare and complete Bank Deposits;

### **Other**

- Assist with the annual convention as directed by the Secretary Treasurer;
- Assist the Secretary Treasurer in the execution of their duties as an officer of CUPE Ontario;
- Other duties as assigned;

### **Required Skills & Experience:**

- Minimum of four years of previous experience in an administrative position with responsibility for bookkeeping and financial management;
- At least 2 years completed of coursework in Finance or Accounting;
- Post-secondary degree/diploma in a related field or equivalent working and educational experience;
- Direct working knowledge and experience with sage accounting software applications;
- Meticulous attention to detail;
- Excellent knowledge of a range of administrative systems and services;

- Understanding of information systems and technology;
- Demonstrated proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook);
- Strong understanding of working in an antiracist and anti-oppression framework and experience working with people of diverse backgrounds and cultures;
- Demonstrated ability to develop, carry out and manage plans with sound independent judgment and minimum supervision as well as in collaboration with a team;
- Highly organized and demonstrated ability to work on multiple simultaneous projects with an ability to shift priorities;
- Demonstrated project development and management skills;
- Superior organizational and coordination skills;
- Strength in prioritizing and goal setting, with the ability to handle multiple tasks simultaneously;
- The ability to research, analyze and synthesize information;
- Has excellent interpersonal communications skills and functions well and can effectively communicate information around finances to individuals that do not work in financial department;
- Excellent problem-solving abilities;
- Ability to develop and carry out plans with sound independent judgment and minimum supervision;
- Proven ability to learn new technologies very quickly;
- Strong problem solving ability;
- Experience with in the Labour movement and a strong foundation in progressive political analysis would be valuable assets;
- Bilingualism is an asset;

**Start Date:** Immediately. The anticipated term of this position is until April of 2025.

**Weekly Salary:** \$1,883.83 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:** The successful candidate must be available to work flexible hours including evenings and occasional weekends.

**Applications:** Persons interested should send their resume and cover letter in word or PDF. Applications will be accepted via e-mail with “**Senior Bookkeeper**” in the subject line to the attention of Meaghan Dixon, Operations Coordinator at [jobs@cupe.on.ca](mailto:jobs@cupe.on.ca) no later than **January 19, 2024** at 4:00pm EST.

We thank all interested applicants; only short-listed candidates will be contacted.

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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