

JOB POSTING
UNITED STEELWORKERS LOCAL 1944
CATEGORY 6: BOOKKEEPER
WAGES PER MOVEUP COLLECTIVE AGREEMENT: \$32.50/HOUR
35 HOURS PER WEEK
LOCATION: BURNABY, BC

REQUIREMENTS:

- Minimum five years working experience with Accpac, and Microsoft Excel.
- Demonstrated experience in Microsoft Office Suite, Windows 10.
- Good judgment when assigning general ledger account codes to specific invoices.
- Proficiency in full cycle accounts payable, journal entries and account reconciliations.
- Superior organizational and coordinating skills, extremely quick learner.
- Demonstrated ability to work well under pressure, function independently and organize work with or without direction, excellent communicator.

JOB DESCRIPTION:

- Prepares payroll; posts and balances subsidiary ledgers, cash books and journals; journalizes transactions; posts ledgers and trial balances; prepares accounting statements as directed; monitors and reconciles advanced systems; monitors and organizes standing contracts; reconciles major accounts and statements; review expenditures for accuracy; allocates expenditures to appropriate accounts. Prepares and provides financial information and financial reports on membership dues. Completes year-end and works closely with auditors.
- Designs and creates databases to prepare a variety of reports. Records, statistics, statements and is responsible for validity of data, accuracy of reports.
- Drafts correspondences in response to inquiries.
- Produces and distributes communications materials.
- Investigates complex claims and recommends settlement payments.
- May perform duties of categories 1,2,3,4 and 5.

Please submit your resume to the attention of
Michael Phillips, Secretary-Treasurer,
no later than close of business Friday, August 9, 2019
Facsimile: 604-435-7760 Email: michael.phillips@usw1944.ca

Only those applicants who have been short-listed will be contacted for an interview.
We thank all applicants for their interest!