

## CAREER OPPORTUNITY

### FINANCIAL ASSISTANT One Temporary, Full-Time Position (Up to 12 Months)

Posting #2018-02

**Location:** Civic Service Union 52  
10212 - 112 Street NW  
Edmonton, Alberta T5K 1M4

#### Functions:

The office of Civic Service Union 52 (CSU 52) is looking for a self-motivated individual to perform a wide variety of accounting and payroll duties. Reporting directly to the Financial Administrator, this position is providing Accounts Payable and Accounts Receivable duties. This includes preparing input to the payroll system, creating payments for benefit carriers, honorariums, billing, deposits and other Financial duties.

Proficiency with accounting software SAGE 50 (Simply Accounting), payroll rules and legislation are required. Data input and running of reports requires speed, accuracy and attention to detail. Complete reporting for monthly and yearly reconciliation as well as an annual scrutiny by external auditors.

Prepares cheque and banking transactions, based on daily accounts payable and receivable requirements. Balances and reconciles general ledgers, bank statements, Receiver General and other financial reports. The incumbent is also involved in a variety of complex payroll, accounting and administrative transactions in support of the day-to-day operational activities of the Union. These transactions require strict adherence to different payment, reporting and activity cycles. The incumbent meets those various activity cycles while continuing to manage daily tasks. The incumbent responds to ad hoc, emergent or priority situations. As a member of the office team, provides assistance to other personnel when critical deadlines impact Union operations.

#### Qualifications:

- Completion of post-secondary program with focus on accounting and payroll, or the completion of a Diploma in an appropriate certificate program from an approved business/college.
- A minimum of four (4) years of related and relevant experience, with demonstrated, transferable skills and abilities in accounting and payroll.
- Experience in the use of Simply Accounting, SAGE 50 or equivalent (Quickbooks Pro) is required.
- A valid driver's license is a must.
- Candidates must possess excellent judgment, interpersonal, organizational and communication skills, including fluency in English.
- Must also be flexible, adaptable and have the ability to work well in a fast-paces and demanding environment.
- Proficiency using the Internet and Microsoft Office: Word, Excel, Access, Outlook.

#### Hours of Work:

7.5 hours per day (compressed hours of work program in effect). Hours of operation are from 8:00 a.m. to 4:30 p.m., Monday to Friday. Hours may be subject to the terms and conditions of a variable hours of work program.

**Salary Range:**

The current salary range is Step A through F:

\$32.18 - \$40.30 (hourly)

\$2,172.00 - \$2,720.00 (bi-weekly)

\$56,698.00 - \$70,999.00 (annually)

This is a unionized position covered by the Collective Agreement between CSU 52 and the United Steelworkers, Local 1-207.

**Apply in confidence prior to 4:30 p.m. on Friday, May 11, 2018 to:**

Doreen Gates, Financial Administrator  
Civic Service Union 52  
10212 - 112 Street NW  
Edmonton, AB T5K 1M4  
Email: [doreen.gates@csu52.org](mailto:doreen.gates@csu52.org)

**No telephone calls accepted.** While we thank all applicants for their interest, only those selected for interviews will be contacted.

