

## Accounting Assistant – Part-Time

### Description of Duties and Functions

#### Main functions:

Responsible to the General Secretary and Assistant General Secretary for administering GSU's computerized accounting systems, including bookkeeping, payroll, accounts payable, accounts receivable, payments, receipts and banking functions as well as preparing the documentation, reconciliations and reports pertaining to same. May be required to provide administrative support services as time permits.

#### General Duties:

1. Responsible for administering GSU's day-to-day financial operations and accounting systems, including bookkeeping, accounts payable and receivable, banking, payroll requirements and reports related to same as well as being the key point of contact in the annual financial audit.
2. Administers and updates GSU's accounting, banking and financial programs, including software. Prepares annual budget documents, prepares year-to-date documents and financial projections as well as year-end financial statements. Provides financial advice as required.
3. Receives and deposits union dues remitted by employers and other payments received by GSU by including verification and preparation of supporting documentation and reports.
4. Responsible for administering and processing GSU's payroll, including deductions and remittances related to same. Assists in administering employee benefits plans and maintains personnel records.
5. Receives invoices and other billings for goods and services provided to GSU and issues payment for same on approval.
6. Records and monitors GSU's accounts receivable and deposits payments for same.
7. Processes, pays and records approved expense claims submitted by GSU members, officers and staff.
8. Performs all approved banking transactions on behalf of GSU and provides the supporting documentation and reconciliations.
9. Assists in maintaining and backing up the Constant Contact database.
10. Performs all of the above duties with minimal direction.

11. Other related duties as assigned.

**Qualifications:**

- A recognized accounting diploma and administration courses with at least two years' experience or an equivalent combination of practical experience and training.
- Demonstrated ability, knowledge and proficiency operating electronic accounting and payroll programs.
- Good working knowledge of SAGE.
- Superior organization skills and attention to detail.

Conditions of employment are set out in the collective agreement between GSU and IUSU. The work week shall be seven (7) hours per day and three (3) days per week.

**Monthly Salary Range** (effective January 1, 2019 and based on three days per week):

<b>Start</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
\$2,732	\$2,922	\$3,103	\$3,264	\$3,433	\$3,721

The salary increments are annual.