



Grain & General Services Union  
Job Description – February 7, 2022

## Accounting & Payroll Administrator – 4 Days/Week

### 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 accounting and payroll advice as required.
3. Receives and prepares for deposit union dues remitted by employers and other payments received by GSU. Conducts 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, services and per capita dues payable by GSU and issues payment/remittance 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 Constant Contact and LACRM 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.

The position is based in the GSU Regina office. The conditions of employment are set out in the collective agreement between GSU and the staff union, IUSU. The work week will be seven (7) hours per day and four (4) days per week. A competitive group insurance benefits package and paid sick leave (at no cost to the employee) are included. In lieu of a pension plan, the employer contributes 7.5 percent of the employee's regular monthly salary towards the employee's retirement savings.

**Monthly Salary Range** (effective January 1, 2022 and based on four days per week):

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$4,031	\$4,348	\$4,659	\$4,984	\$5,332	\$5,682

Annual increments. Consideration for experience will be given in relation to placement in the range.

**Closing date for receipt of applications is Friday, Feb. 25, 2022.**

**Are you a good match? Apply today!**

Send your application in care of GSU Hiring Committee by email or mail.

- Email: [gsu@gsu.ca](mailto:gsu@gsu.ca)
- Mail: 2334 McIntyre Street, Regina, SK S4P 2S2