

## Accounting Assistant (Part time - 0.3FTE)

### Organization Overview

The Edmonton Public Teachers, Local 37 of the Alberta Teachers' Association is committed to advancing the cause of public education in Edmonton, while providing opportunities for professional development, advice and other services for its members.

### Position Overview

This is an entry-level position with the opportunity to grow. Under the general supervision of the Chief Executive Officer/President, the successful applicant will be primarily responsible for various accounting and administrative tasks to ensure the smooth operation and administration of the Joint Staff Development Fund.

### Key Responsibilities

- Review applications for approval ensuring that all of the information is accurate, according to the Joint Committee Guidelines and contacting applicants as necessary.
- Track all applications in Excel and Access.
- Review expense claims to ensure that all the information appearing on them is accurate and complete. Identify errors or discrepancies and resolve before processing.
- Enter payment information into Excel, Access and Sage 50 according to Local policies and procedures.
- Post and reconcile payments to general ledgers.
- Maintain appropriate filing and recording systems.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its partners.
- Answer phones and other support tasks as needed/assigned.

### Required Knowledge & Skills

- Some accounting education or experience is preferred.
- Sage 50 (Simply) experience is considered an asset.
- Experience with Microsoft Office (Word, Excel, Access) is considered an asset.
- Good communication and interpersonal skills.
- Self-motivated with the ability to take initiative to complete tasks.
- Excellent time management and organization abilities.

**Salary:** This position offers a competitive starting salary of \$16,407 to a maximum of \$20,821 plus a full range of employer-paid benefits.

**Hours of Work:** 10.5 hours per week. The Local is open from late August to the end of June and closed during normal school breaks as determined by the Edmonton Public School Board.

**Work Location:** Barnett House, 11010 142 Street NW, Edmonton.

**How to Apply:** Submit your cover letter and resume to Tracy Kuehnemuth, Office Coordinator, by email to [info@edpub.org](mailto:info@edpub.org) by 3:00 PM on Friday, June 22, 2018.

An equivalent combination of education and experience may be considered. We thank all applicants however, only those selected for interviews will be contacted.