



**EXTERNAL TERM JOB POSTING
BCFED – BOOKKEEPER**

CLASSIFICATION: Bookkeeper – Fulltime, Term Position
DEADLINE: Until position is filled

The BC Federation of Labour is seeking to fill a term assignment for a 3-month period for a full-time Bookkeeper position. The ideal candidate will work independently under the supervision of, and report to the Managing Director of Human Resources and Operations of the BC Federation of Labour.

JOB DESCRIPTION:

As a bookkeeper, you will input, analyze and report on financial data to ensure accuracy and compliance. Your key responsibilities will include:

1. Recording Financial Transactions: Accurately record all income, expenses, and financial activities using accounting software.
2. Maintaining General Ledger: Ensure the accuracy of the general ledger by reconciling accounts and correcting discrepancies.
3. Payroll Processing: Manage payroll operations, including calculating wages, withholding taxes, MPP, union dues deduction etc., and issuing paycheques to employees and remitting deduction to CRA, MPP & USW & MoveUp.
4. Employee Benefit enrollment & records maintenance: Control employees being added to and removed from employee benefits plan and make appropriate changes to payroll; Control employee records, rates of pay, hires, changes, and terminations within payroll system including ROE.
5. Accounts Payable and Receivable: Track invoices, payments, and overdue accounts while maintaining strong vendor and client relationships.
Bank Reconciliation: Reconcile bank statements with internal records to identify and resolve discrepancies.
6. Perform various other administrative and accounting tasks as required
7. Knowledge of accounting processes within a union or labour environment considered an asset.
8. Maintain integrity and adherence to policies and procedures.

QUALIFICATIONS:

1. Minimum of three years working in full cycle accounting role.
2. Minimum of three years working with a dedicated accounting software system (Sage, QuickBooks, etc.).
3. Intermediate to advanced knowledge and experience using Microsoft Office Suite.
4. Experience and proficiency in full cycle accounting, including reconciliation, journal entries,

- monthly and annual financial reporting.
5. Strong understanding of accounting principles and concepts.
 6. Demonstrated ability to work well under pressure, function independently, and organize and prioritize work with or without direction.
 7. Maintain high levels of confidentiality and adhere to privacy standards.
 8. Excellent communication skills.

HOURS AND LOCATION:

The position location is at #110-4259 Burnaby, 604-430-1421.

SALARY AND BENEFITS:

Wages, benefits and working conditions are pursuant to the BC Federation of Labour/MoveUp collective agreement and BCFED financial policies.

Current bi-weekly wages are \$2,891.06.

TO APPLY:

Please submit a resume to **Human Resources** at humanresources@bcfed.ca.

Preference will be given to candidates from equity seeking groups, including Indigenous persons, persons of colour, persons with disabilities, and 2SLGBTQIA+ persons.