

POSITION AVAILABLE

ACCOUNTING CLERK CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF) is seeking an Accounting Clerk to join our staff team. Reporting to the Chief Financial Officer, the Accounting Clerk provides a high level of support to the CTF Finance Team. The clerk must work independently and collaboratively to process business transactions like accounts payable and receivable, disbursements, expense claims, and receipts using the CTF accounting software programs (e.g. QuickBooks). Furthermore, the clerk will assist with the preparation of various reports.

The ideal candidate will be an experienced and qualified Accounting Clerk who meets the following requirements:

- A minimum of three years of experience working as an Accounting Clerk (Additional consideration for those with experience in an association, the education sector, or a not-for-profit environment);
- Diploma in Business Accounting or equivalent qualification;
- Excellent organization and time management skills and techniques; ability to meet tight timelines and handling challenging situations and tasks which come up simultaneously or unexpectedly;
- High capacity to compile, organize, and summarize data and information accurately and efficiently, applying accepted policies and procedures;
- Excellent written and oral communication skills in English (Additional consideration may be given to candidates who are bilingual – English and French);
- Ability to establish priorities for workload;
- Ability to act responsibly and ethically when working with sensitive financial information, whether it's information for the organization or for individuals;
- Solid and creative critical thinking, problem solving, and decision-making abilities;
- Exceptional interpersonal skills;
- High proficiency in QuickBooks, Microsoft Office (Excel), Outlook, and SharePoint;
- A commitment to maintaining high quality publicly funded public education and to the contribution of unions to society.

Responsibilities will include, but may not be limited to:

- Reviewing, processing and reconciling of accounts payable and other payment requests.
- Preparing and processing of accounts receivable;
- Preparing bank deposits, as required;

- Assisting with the preparation of monthly and annual account reconciliation and variance analysis, including reconciliation of credit card statements;
- Preparing and adjusting monthly journal entries;
- Assisting with the verification, and reviewing of financial reports for expenses of officers, directors, and staff while on authorized CTF business;
- Assisting with review of financial reports for the international programs, including those with foreign currency translation;
- Assisting with filing, photocopying and other general office duties as required; and
- Provide administrative and finance-related support to other staff as required.

CTF offices are located in Ottawa. Therefore, the successful candidate must work in Ottawa. Duties begin January 7, 2019. Following a four-month probationary period, the position is a permanent one with a competitive salary, starting at \$54,164 and a full range of benefits and pension. The CTF welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF Deputy Secretary General Sylvain Cléroux, electronically via Sandra Lane, Executive Assistant, at slane@ctf-fce.ca.

All applications must be received no later than noon November 15, 2018 (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview. Please note that interviews will take place at the CTF offices (2490 Don Reid Dr.).

Founded in 1920, the CTF is a national alliance of provincial and territorial Member organizations that represent over 265,000 teachers across Canada. The CTF is also a member of Education International which represents over 32 million teachers and education workers.