

# CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

## Job Posting Finance Assistant

**Who's hiring?** CUPE Local 3913

**How many hours?** 15 hours per week

**What type of position is it?** Permanent

**How much does it pay?** \$33 per hour

**When does it start?** Monday, May 29 (flexible)

### Job Duties

The successful candidate will work with the Finance Committee and will assist with bookkeeping and related financial functions. The Finance Assistant will:

- assist CUPE Local 3913's Finance Committee in the performance of their duties.
- assist CUPE Local 3913's Trustees in the performance of their duties.
- attend, at the request of their supervisor, scheduled Executive Committee meetings, membership meetings, committee meetings, conventions, and any other meetings.
- be a non-voting member of the Finance Committee.
- act as a resource person and advisor for the Bargaining and Negotiating Committees, and assist in tasks associated with contract negotiations, including costing of proposals, finance research, budget preparation, and pension analysis.

### The successful candidate will have:

- the ability to work productively with minimal supervision and meet deadlines
- the ability to write clear, concise, professional reports
- a background in finance and/or accounting
- knowledge and experience following the GAAP for not-for-profit organizations
- an excellent working knowledge of Microsoft Excel
- some experience with benefits administration and payroll
- experience with accounting software (preferably QuickBooks)

## **Application Instructions**

You must submit **both** a resume **and** a cover letter. All applicants will receive a response once a decision has been made about the status of their application.

The application deadline is **May 5, 2017**. Your application must be submitted electronically in **one** PDF file to **hiring@cupe3913.on.ca**.

We will not accept any paper applications or files that do not meet these specifications. This email address will not be monitored for questions.

**CUPE Local 3913 is an equal opportunity employer. We value diversity and encourage applications from all qualified individuals.**

**Posted: April 19, 2017**