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Prince Edward Island Union of Public Sector Employees

Job Opportunity Temporary Assignment

Accounting and Technology Coordinator (temporary six month assignment with possibility of extension - open only to members of UPSE)

The 5,000 member union with its head office in Charlottetown, PEI is seeking to fill the temporary position of Accounting and Technology Coordinator. The position requires extensive experience, knowledge and skills in generally accepted accounting practices (payables and receivables) and general administrative support with additional training or experience in Information Technology.

Duties include but are not limited to:

- Provision of general accounting duties: payables, receivables, travel, wage repayment, budget preparation;
- Provision of all aspects of clerical and administrative support;
- Maintenance of all IT equipment, software and trouble shooting

Minimum Qualifications:

Successful completion from a recognized post-secondary institution in accounting technology, business administration or office administration with additional training or course work in information technology. Must be proficient in Simply Accounting and have knowledge and experience in generally accepted accounting practices.

Asset Qualifications:

- Experience working in a professional environment with demonstrated abilities to work in a fast paced organization with minimal supervision;
- Ability to trouble shoot, support and maintain all IT requirements;
- Knowledge of various collective agreements and wage repayment policies of UPSE;
- Ability to perform administrative duties as required by the organization

Salary: As per the Public Sector Employee Staff Union collective agreement - \$45,580 per year. The successful candidate is required to submit a criminal records check and a credit bureau report. A complete job description is available upon request.

Please submit cover letter and resume marked CONFIDENTIAL to: UPSE Staff Relations Committee, 4 Enman Crescent, Charlottetown PE C1E 1E6, c/o Wilma Ramsay, Committee Chair or by e-mail at upsejobs@gmail.com

Deadline for receipt of applications is 4:00 p.m. on Tuesday, December 8, 2015