



JOB POSTING

Financial Administrator, CUPE 3902 (University of Toronto)

Posted:	12 May 2023
Deadline:	5:00pm, Friday, 26 May 2023
Position Type:	Full-time, 9-month term
Workplace Environment:	Unionised, CUPE 1281
Workplace Location:	208 Bloor Street West with occasional location work at the St. George, Scarborough and Mississauga campuses of the University of Toronto (currently hybrid work)
Job Starts:	July 2023

CUPE 3902 is the trade union representing more than 11,000 contract-academic workers at the University of Toronto (primarily teaching assistants, sessional lecturers and post-doctoral fellows). We are looking for an individual willing to commit to a democratic union culture, working under the supervision of the Executive Director, at the direction of an annually elected Executive Committee, and in collaboration with a diverse membership.

Qualifications

- College or university-level education in accounting, administration or a related field;
- Minimum of, or equivalent to, two (2) years' experience related to the duties of the position;
- Experience handling budgets and processing accounts payable/receivable;
- Experience processing payroll, dealing with benefits, pensions, etc., and other HR duties as required;
- Strong computer skills, experience using Quickbooks, Excel, MS Office 365, databases, and payroll software;
- An ability to liaise with financial institutions, external auditors, and trustees;
- Must be able to multi-task, meet deadlines, and exercise an attention to detail in all facets of the job.
- Excellent written and oral communication skills; comfort interacting with members via email, in person and by phone; and
- Experience in, and knowledge of, trade unions and a background working for elected boards an asset.

Duties

- Overseeing ledgers, recording all operational financial transactions of CUPE 3902;
- Preparation of monthly, quarterly and yearly financial statements;
- Processing staff and officer payroll;
- Liaising with the vendors, auditors and trustees as required;
- Preparation of all cheques or direct deposits (with all supporting documentation) related to the general operations of the Local for consideration by and signature of responsible Executive Committee members;
- Financial and reporting aspects of the administration of the staff benefits plan;
- Depositing CUPE 3902 funds in the accounts maintained by the Local; and
- Providing general administrative assistance and responding to day-to-day inquiries from members.

A full description of the position can be found in the [3902-1281 Collective Agreement](#)

CUPE 3902 is an equal-opportunity employer and welcomes applications from all qualified individuals without discrimination. We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to posting, accommodations which would enable you to be interviewed in a fair and equitable manner are available on request. Information relating to accommodations will be confidential.

CUPE 3902 is a unionised employer with a competitive wage and benefit package. This position is salaried, starting at \$66,920.92, with a contracted raise to \$74,872.05 after successfully completing six months of employment.

To apply, submit a cover letter and resume as a single .pdf file by 5:00pm, 26 May 2023 to hire@cupe3902.org. The .pdf should be titled in the following format: "Surname_GivenName_financial administrator application". Applications that do not follow this format will not be considered.

We thank all applicants, but only those considered for the position will be contacted. Interviews will be held in June.