

## **Job Posting - Accounting Clerk**

Employee Benefit Funds Administration Ltd. (EBFA) is a non-profit organization formed in 1993 to provide administrative services to multi-employer pension, health & welfare, and education trust funds for IBEW Local 424 plan members. EBFA employees work 35 hours each week. We have a 100% employer paid benefit package that includes a defined benefit pension plan.

### **Job Duties and Responsibilities:**

- Record and summarize business, employer, and financial transactions
- Analyze, verify, track, and report the results of business, employer, and financial transactions
- Perform accounts payable and accounts receivable functions
- Assist in job costing and related budget reports
- Reconciliations of credit card transactions, bank balances and general ledger accounts
- Provide customer service to Plan Members by ensuring hour bank database is up-to-date and accurate, and by answering queries relating to their reported hours
- Update Procedure Manuals
- Perform administrative duties, such as, but not limited to, answering phones and email inquiries, filing and scanning
- Cross training and other duties as required

### **Qualifications:**

- The ideal candidate will have a post-secondary degree or diploma in Accounting or Business Administration (Accounting Major); equivalent combinations of education and experience will be considered
- Advanced computer skills including Excel, Word, and QuickBooks
- 4+ years of relevant accounting experience, especially with Trust Funds
- High attention to detail and ability to accurately post information
- Ability to prioritize and meet job deadlines
- Mature, responsible, reliable, friendly, and confident
- Flexible and adaptable to changing requirements
- Excellent verbal and written communication and organizational skills
- Strong critical thinking and problem-solving skills
- Excellent ability to work independently and within a team

If you are the kind of person who has a positive attitude, as well as a strong work ethic, we want to hear from you. We thank all candidates for their interest however only select candidates will be contacted for an interview. To apply for this opportunity, please email your resume to [careers@ebfa.ca](mailto:careers@ebfa.ca).