



JOB POSTING

Job Title: Accounting Assistant

Department: Accounting

Location: Edmonton, AB

Position Type: 18 month contract, Full-Time, In office

Reports To: Chief Financial Officer

About Employee Benefit Funds Administration Ltd.

Employee Benefit Funds Administration Ltd. (EBFA) is a non-profit organization established in 1993 to administer the pension, health & welfare, and education trust funds for IBEW Local Union 424 members. EBFA provides accurate, timely, and professional administrative services for three union trust funds and supports the governance and operations of five Boards and their committees. Guided by a Board of Directors representing both union and employers, EBFA is committed to delivering exceptional service that underpins the financial security, health, and education of plan members and their families.

Position Overview/Summary

This unionized position works within a team consisting of two Accountants, two Accounting Clerks and an Accounting Assistant in a fast-paced and cooperative work atmosphere.

What You'll Do (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
- Reconciliations of credit card transactions, bank balances and general ledger accounts
- Assist with providing 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

What You Bring:

- 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
- 2+ years of relevant accounting experience, especially job costing experience
- 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
- Willingness to learn and improve

Why Work at EBFA?

- Compensation starting at \$25.76 per hour.
- A 18 month contract, full-time position (39-hour work week during regular business hours).
- Employer-paid Defined Benefit Pension plan.
- Employer-paid Health and Welfare Benefits.
- Generous paid vacation plus two personal days.
- Tuition reimbursement for approved educational development.

Apply Today!

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. To apply for this position, please submit your resume and cover letter highlighting your relevant experience to careers@ebfa.ca or via Indeed.

Please note: shortlisted candidates will be required to provide verification of the educational and professional credentials listed on their resume.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The application deadline is **May 18, 2026**.