



BURNABY CIVIC EMPLOYEES' UNION

CUPE LOCAL 23

#114 – 4940 Canada Way, Burnaby, BC V5G 4K6
604-298-0200 admin@cupe23.ca

Executive Board Position - Treasurer

Congratulations to our Treasurer, Shannon Field who is moving on after 27 years with the City of Burnaby. Shannon has been an activist in our union for over 20 years, and her contributions will be missed. We wish her all the best in her new life!

Shannon's departure mid-September means that we will be replacing our Treasurer position. Ideally, we are looking for anyone with a background in bookkeeping and has proficiency in full cycle accounting, payroll, process cheques, journal entries, accounts & dues reconciliation, per capita, etc. and provide all functions typical of a busy union office. You will also be providing monthly financial reports to the Executive Board and Membership. This office uses QuickBooks and Microsoft Office Suite 10. There will be training provided.

As per Section 11 of the Constitution, the duties of are as follows:

The Treasurer shall:

- a) *Keep all financial accounts of the Local Union;*
- b) *Maintain correct and proper records of the membership;*
- c) *Receive all initiation fees, dues and assessments from members and shall deposit same in the name of the Burnaby Civic Employees' Union, CUPE Local 23, in such a bank as the Executive Board may direct;*
- d) *Present to the membership at least as often as the April Annual General Membership Meeting, or more frequently as directed by the Trustees, a complete financial statement of the Local Union's expenditures, assets and liabilities;*
- e) *Perform such duties as the Local Union or Constitution may direct.*

This is an interim position of one day per week, for 60 days, after which time there will be an election. The successful incumbent will receive training.

Expressions of interest can be sent to admin@cupe23.ca as soon as possible. Training begins this month.