

JOB OPENING NOTICE

Position: SENIOR ACCOUNTANT
Alameda Headquarters

Salary commensurate with experience

Job Requirements:

Operating Engineers Local Union No. 3 is seeking a Senior Accountant. Ideal candidate will have a degree in Accounting and a minimum of one year auditing experience with a CPA firm or 2+ years experience in general ledger, reconciliation of accounts, and month end closing. Detailed knowledge of and experience with SAGE 100 Accounting Software a plus. Prior employment will be verified.

Essential Duties

- Performs bank reconciliations.
- Performs various asset and revenue account reconciliations.
- Prepares cash receipt journals.
- Prepares investment income journals.
- Prepares various statutory reports.
- Prepares monthly billing for reimbursement expenses.
- Prepares fixed assets reconciliations.
- Prepares payroll journals.
- Ad hoc projects.

Competitive pay plus excellent Union benefits, i.e. medical insurance and pension.
Please submit resume and salary requirements to jobs@oe3.org or fax: (510) 748-7401 or mail: Operating Engineers Local Union No. 3, 1620 South Loop Road, Alameda, CA 94502, Attn: Human Resources.