

# JOB OPENING NOTICE

**Position:** **STAFF ACCOUNTANT**  
**Alameda Headquarters**

**Starting Hourly Rate: \$40.86 per hour**  
**Monday-Friday/40 hours per week**

## **Job Requirements:**

Operating Engineers Local Union No. 3 is seeking a Staff Accountant. Ideal candidate will have a degree in accounting and approximately two years experience in general ledger, reconciliation of accounts, and month end closing OR two years of auditing experience with a CPA firm. Detailed knowledge of and experience with SAGE 100, Sage Fixed Assets, and Microsoft Business Central 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 cash disbursement requests.
- Prepares various statutory reports.
- Prepares monthly billing for reimbursement expenses.
- Prepares quarterly sales and use sales tax reports.
- Prepares fixed assets reconciliations.
- Prepares payroll journals.
- Scans and uploads documents to the paperless software.
- Ad hoc projects.

Excellent union benefits including medical and pension.  
EEO employer

Please submit resume and cover letter to [jmciver@oe3.org](mailto:jmciver@oe3.org) by **5:00 p.m. on Monday, June 27, 2022.**