

Job Description – Administrative Coordinator – CUPE Local 3903

The Administrative Coordinator shall carry out her/his duties at the direction of the Employer's Representatives on the Labour/Management Committee to which she/he is assigned, as transmitted to her/him by the Employer's Representatives on the Labour/Management Committee. The employee shall be informed of the identity of the Employer's Representatives on the Labour/Management Committee, and of any changes, and shall have the right to refer all other directives or suggestions to the Employer's Representatives on the Labour/Management Committee for decision (ERLMC).

The duties of the AC shall be guided by the items below. It is understood that it is not the responsibility of the AC to act as the secretary or note taker for any committee of the local.

Employees may have voice but no vote in all discussions concerning the Employer's budgets and financial arrangements. Employees may be excluded from management sessions as defined in Article 6.05.3.

As per CUPE local 3903 By-laws, the local's Treasurer is responsible for keeping, safe-guarding and correctly maintaining all financial accounts and records. Working with the Treasurer, the Administrative Coordinator (AC) is responsible for all bookkeeping and related administrative functions using the union's computerized bookkeeping and other systems, as outlined below. The Treasurer will ensure the AC has access to all financial information and records needed for the AC to carry out this job description.

1. Accounts Payable

Review all vouchers, invoices, information requests and follow up as needed.

Prepare invoices and vouchers are for payment. This includes ensuring adequate documentation is attached to a cheque requisition for each disbursement before a cheque is prepared for the Treasurer's review and signing as well as that of another signing authority. If adequate documentation is not available, the AC will report this to the Treasurer for follow-up.

Process per capita tax, fees and dues remittances, including filling out the required forms, doing payment calculations, and following up with CUPE National, TYRLC and CUPE 1281 as needed.

Assist in maintaining the office filing system. This will include signed cheque requisitions that have stamped-paid invoices and cheque stubs attached.

2. Accounts Receivable

Monitor York University's collective agreement obligations to ensure union dues and funds are received via direct deposit into the correct bank accounts on scheduled dates. The AC will report to the local Treasurer on and notify a staff representative of any delays.

When any monies are received by cheque, deposit them in the correct bank account using the corresponding deposit book.

Record all cash receipts in the deposit book and attach any associated documentation attached.

Use pre-numbered receipts are issued for all cash and cheques (except for those from York) taken in.

3. General Administration

Keep a current, off-site backed up copy of the books.

Answer member queries related to the job duties.

4. Reconciliations

Carry out reconciliations of all bank accounts monthly. This includes a physical examination of the bank statement and cross-checking of the bank balances on the statements to that in the books.

Ensure the General Ledger is current, up-to-date and consistent with the local's approved budget and collective agreement obligations.

5. Payroll

Maintain the electronic spreadsheets used for detailed payroll records.

Review and recalculate as required tax, EI, CPP deductions for January and July changes. Change Alterna/EFT direct deposit figures as required.

Remit taxes, EI, CPP deductions to Receiver General for previous month by 15th of current month.

Calculate and apply annual wage increases. Change Alterna/EFT direct deposit figures as required.

Prepare all T4s and T4As and remit to staff, members and CRA as needed.

Correspond with Receiver General as needed on T4 and other adjustments.

Calculate and disburse the staff's annual OHIP-based reimbursement.

Remit monthly pension contributions and benefit plan payments.

6. Preparation of Financial Statements

Print out balance sheets, income and expense statements, and a list of cash disbursements on at least a monthly basis and provide to the Treasurer for review and reporting. Bank reconciliations will be done prior to the preparation of statements.

7. Support to CUPE 3903 Committees

Assist committees in maintaining accurate and current records of their cash disbursements. This will include orienting members to the use of electronic tracking systems, cheques requisition and cheques preparation, and on-site maintenance of all committee records.

Assist the Treasurer with information needed for their annual budgeting process.

Assist the Treasurer in the preparation of paper and electronic records for the Trustees' annual audit.