

Accounting Department

Thank you for your interest in the Accounting Department of I.A.T.S.E. Local 212. Please take a few moments to read the following information, which outlines additional department specific requirements necessary when applying to the Accounting Department.

The different positions within the Accounting Department include:

- Accounting Clerk,
- Second Assistant Accountant and
- First Assistant Production Accountant

Application Requirements

For Permittee Status

In addition to completing the **“Permit Information Package”**, you must provide proof of your training/experience in the following area(s).

- Computer literacy, specifically Word and Excel,
- Ability to understand filing system(s) and
- Basic accounting knowledge.

Your training and experience will help the Head of the Department (HOD) determine which position you are best suited for. Be sure to clearly indicate how you satisfy the above qualifications. For example, on your resume, provide detailed information about your previous training/experience (list supervisor names, dates worked, responsibilities etc) and submit all your documentation with your **“Permit Information Package”**.

For Membership

To apply for membership a permit must have a minimum of sixty (60) days worked as an I.A.T.S.E. Local 212 permit, for a period of at least twenty (20) days per project.

In addition to completing the **“Membership Application”** you must meet the following requirement(s):

- *Standard First Aid Level C CPR/AED
- WHMIS

*Please note: Those courses marked with an asterisk can be taken through I.A.T.S.E. Local 212. You can register by calling the I.A.T.S.E. Education Department @ 403-250-2199.

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your **“Membership Application”**.

For Sister Status

In addition to completing the “**Sister Status Application**” you must meet the following requirement(s):

- Have an original letter of good standing from your home local,
- A copy of your membership card-front and back and
- An updated resume.

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your “**Sister Status Application**”.

Applications can take up to six months to process. You will be notified as soon as your application has been reviewed. **Please do not telephone and inquire as to the status of your application.**

Should you have any questions related to applying for Permittee Status, Membership or Sister Status with I.A.T.S.E. Local 212, please contact I.A.T.S.E. Membership Services @ 403-250-2199.