



A Union of Professionals

Notice of Open Position

February 20, 2020

Job Title:	Senior Auditor/Assistant Director	Unit:	AFTSU
Job Number:	AOF-41-11-0220-V	Supervisor:	Deputy Chief Financial Officer
Department:	Finance	Annual Salary:	\$109,296.00

Position Summary: The assistant director will work under the direction of the deputy chief financial officer. The primary responsibilities of this position involve conducting financial reviews and internal audits, preparing regulatory reports, and setting up budgets and accounting systems for state and local affiliates, as well as general assistance with other financial and administrative procedures.

Position Responsibilities:

- Plan and perform internal review engagements or other agreed upon procedures for state and local affiliates in consultation with regional directors, union officers, management and staff.
- Perform detailed testing and document review at the affiliate site or AFT headquarters based on the scope of the audit.
- Document the findings and recommendations in a detailed, comprehensive report for presentation to board members, officers or other staff.
- Present audit issues to management as they are identified, and work with affiliates to create and implement solutions to mitigate any issues.
- Assist state and local affiliates with proper bookkeeping practices, automation, policy development, and setting up strong internal controls.
- Assist affiliates in the preparation of regulatory filings such as the Internal Revenue Service's Form 990 and the Department of Labor's annual financial reports (LM-2, LM-3, LM-4, etc.).
- Support affiliates with dispute resolution for any problems that may arise with government agencies, and facilitate the submission of bond policy claims on behalf of affiliates.
- Develop and prepare budget templates and other financial tools to improve management practices.
- Assist and monitor AFT organizing projects to ensure compliance with accounting standards and statutory requirements; prepare regulatory reports as needed.
- Train state and local officers and staff, individually or in group workshop settings, on the performance of their duties as financial officers and other relevant financial matters.
- Handle compliance-related matters, including, but not limited to, processing affiliate audit reports submitted to the AFT in accordance with the AFT's constitution and bylaws, developing per capita workout agreements or other loan arrangements, and helping affiliates meet regulatory requirements and deadlines.
- Participate in conferences, meetings, affiliate events and the biennial AFT convention, as directed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree in accounting or a closely related field is required, as is five years of professional accounting and/or full-scope auditing experience at a national CPA firm or similar.
- Active Certified Public Accountant, Certified Internal Auditor or similar license is required.
- Nonprofit or public sector auditing and accounting experience preferred.
- Labor union accounting and auditing experience is a plus.
- Strong analytical and technical skills with proficient use of Microsoft Office Word, PowerPoint and Excel required.
- High ethical standards.
- Demonstrated ability to manage complex projects and improve processes.
- Strong communication and customer service skills.
- General knowledge of generally accepted accounting principles and/or financial background.
- Experience using QuickBooks and Microsoft Dynamics Great Plains is highly desirable.

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Work Environment: Work is generally performed in an office environment, however extensive travel is required.

How to Apply: Applicants should submit a cover letter and resume to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2906435.

Internal Posting Period: The internal posting period for this position expires on March 6, 2020. External candidates will be considered as of March 7, 2020.

cc: Tim Shea, AFTSU President

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