Notice of Open Position

June 5, 2020

Job Title: Senior Accountant
Posting Number: CAOF-41-21-0620-V
Department: Finance
Unit: Senior Associate, AFTSUS-Confidential
Supervisor: Deputy Director of Accounting
Annual Salary: $97,205.90

Position Summary: The senior accountant reports to the deputy director of accounting and is primarily responsible for managing the AFT’s capital budget, supporting policy development for accounting and capitalization procedures and tracking and maintaining the organization’s fixed assets including furniture, equipment, buildings, software, and other assets. Other areas of responsibility include personal property tax, sales tax, stale dated checks, and financial transactions related to the AFT Educational Foundation, The Albert Shanker Institute, Capitol Place I or any other AFT-related entity as assigned.

Position Responsibilities:
- Prepare audit schedules and resolve issues identified by AFT’s independent auditors; record journal entries as directed.
- Establish and maintain accounting policies and procedures in accordance with GAAP and local regulatory requirements.
- Administer reviews of the stale dated check register for unclaimed property disposition and prepare necessary communications to outstanding check payees.
- Execute monthly accounting close procedures and deliverables (journal entries, reconciliations, reports) in compliance with GAAP and in a timely manner.
- Provide analysis to management on AFT’s financial results (trends, performance metrics, and benchmarks); prepare external or internal financial reports on a monthly or quarterly basis.
- Prepare the annual capital budget and related budgeted depreciation report and assist with other budget processes; and develop capitalization procedures and protocols.
- Assist in the physical audit and inventory of fixed assets; track spending and management authorizations.
- Maintain and update documentation of all fixed asset processes and procedures; record all acquisitions and dispositions and run the monthly depreciation calculation.
- Reconcile fixed asset general ledger accounts; research, analyze and resolve fixed asset issues and/or discrepancies.
- Manage the interface from the fixed assets subsidiary ledger to the general ledger including reconciliations between the system modules.
- Review and approve employee expenses submitted through the Concur Travel and Expense system and ensure adherence to AFT’s Expense Reimbursement guidelines.

Knowledge, Skills and Abilities:
- Either an active Certified Public Accountant license, advanced degree in accounting, or closely related field required.
- Non-profit or public sector accounting experience with an automated financial management system preferred.
- General knowledge of federal regulations pertaining to union financial matters.
- Experience using Microsoft Dynamics Great Plains and Concur Travel and Expense is highly desirable.
- Strong written and verbal communication skills with the ability to pay great attention to detail.
- General knowledge of GAAP accounting principles.
- Computer proficiency with the ability to effectively utilize Microsoft Excel, Word, Outlook, and PowerPoint.
- Demonstrated ability to effectively organize and manage multiple priorities while meeting strict deadlines.
- Familiarity with unions and/or non-profit associations.

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.

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<th><strong>Work Environment:</strong></th>
<th>Work is generally performed in an office environment.</th>
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<td><strong>How to Apply:</strong></td>
<td>Applicants should submit a cover letter and resume to the director of human resources via the following link: <a href="https://www.appone.com/MainInfoReq.asp?R_ID=3028353">https://www.appone.com/MainInfoReq.asp?R_ID=3028353</a></td>
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<td><strong>Internal Posting Period:</strong></td>
<td>There is no internal posting period. Applicants will be considered as they apply.</td>
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