



A Union of Professionals

## Notice of Open Position

August 4, 2021

<b>Job Title:</b>	Accountant	<b>Unit:</b>	Confidential Associate
<b>Posting Number:</b>	CAOF-41-28-0821-V	<b>Supervisor:</b>	Deputy Director of Accounting
<b>Department:</b>	Finance	<b>Annual Salary:</b>	\$79,841.30

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

**Position Summary:** Under the supervision of the Deputy Director of Accounting, the candidate is responsible for accounting duties listed below and assists with other assigned department duties. The incumbent will primarily assist the department with processing, researching, and reconciling financial transactions; maintaining documentation; financial reporting and training.

### Position responsibilities:

- Review and process vouchers for payment.
- Record cash, interest received, receipts and disbursements.
- Record, track and monitor prepaid expenses and deposits; review and analyze other accounts as assigned.
- Run financial reports, reconcile bank accounts, create schedules of interest earned and reconcile investment accounts.
- Prepare, enter, and post journal entries and prepare schedules for regulatory filings.
- Enter and post per capita sales transactions.
- Review and approve expense reimbursements in Concur.
- Assist in annual audits of AFT and related entities and calendar year filing of Form 1099.
- Reconcile and prepare schedules for month, quarter, and year- end closes.
- Record and maintain fixed assets schedules.
- Other duties as assigned.

### Primary Knowledge, Skills and Abilities:

- Knowledge of accounting software required.
- Experience using Microsoft Dynamics Great Plains is a plus.
- Knowledge of Concur expense reporting system is a plus.
- Working knowledge of IRS 1099 Forms preferred.
- Excellent communication and customer service skills required.
- Degree in accounting or a related field and/or relevant coursework is desirable.
- 3 or more years of work experience in accounting, finance, or business-related field.
- Knowledge of Microsoft office applications including Excel and Word, along with other office equipment (photocopier, fax machine and printing calculator).
- Ability to multitask, prioritize and manage time effectively.
- Prior work experience in a union environment is preferred.

### Work Environment:

Work is generally performed in an office environment.

### 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=3871581](https://www.appone.com/MainInfoReq.asp?R_ID=3871581).

### Internal Posting Period:

There is no internal posting period for this position. External candidates will be considered as they apply.

### 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.*