



<b>Job Title:</b>	Confidential Senior Associate	<b>Unit:</b>	Confidential
<b>Job Number:</b>	CAOF-41-55-1021-V	<b>Supervisor:</b>	Director of Accounting
<b>Department:</b>	Finance	<b>Salary:</b>	\$101,132.90

**Special Note:** 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 all persons without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.

**Position Summary:** The candidate will work under the supervision of the accounting director and chief financial officer, in collaboration with other departments, to lead the preparation and filing of the annual financial LM-2 report, process payroll and handle all regulatory filings related to payroll and other tax disclosures, and perform the tracking and analysis to support position control. The candidate will also manage the chart of accounts, handle matters related to Concur expense reimbursements, and support the year-end financial audit. This position provides financial information to management during the annual budget process and as needed for personnel decisions that impact the terms and conditions of employment of bargaining unit employees.

- Position Responsibilities:**
- Work to ensure the accurate preparation and disbursement of semi-monthly, bi-weekly and special payroll funds, taxes and reports; monitor payroll and sales tax payments for tax law compliance and accuracy.
  - Statistical analysis of compensation, positions and related data to support the budget process and the internal bargaining efforts of management and leadership.
  - Use expense reimbursement system to review, approve, analyze and run reports and integrations for online expenses, activity reports and projects for AFT and other entities.
  - Monitor and assist in reconciliation of expense reimbursement reports for integration to accounting system. Perform other integrations as needed.
  - Assist accounting director in day-to-day management of workload to include processing vouchers, recording journal entries, approving payments and funds transfers, and any other accounting functions to support organizational objectives.
  - Maintain the chart of accounts and create appropriate account numbers, vendor numbers and employee general ledger IDs during the year.
  - Process, analyze and oversee the preparation of annual W-2 and 1099 forms for AFT and its related entities.
  - Lead the development and transaction coding for the Department of Labor’s LM-2 annual disclosure. Conduct monthly reviews to support the annual filing.
  - Provide backup for preparation and submission of campaign finance reports, quarterly political committee and national and state solidarity fund reports including any system integrations required.
  - Prepare data requests required for insurance policies, management analysis, and the annual budget process.
  - Assist with the preparation of financials statements or analysis to support the annual audits for AFT and various related entities.
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**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.*

- Reconcile balance sheet accounts and prepare journal entries as needed,
- Other duties as assigned.

**Primary Knowledge,  
Skills and Abilities:**

- Minimum of 5 years of relevant work experience in accounting or related function
- Must have bachelor's degree (BS/BA) in accounting, finance or business or equivalent.
- Active license as a certified public accountant is a plus.
- Able to maintain a high-level of confidentiality and discretion.
- Familiarity with standard accounting software is essential; however, experience with Microsoft Dynamics Great Plains, Concur, Microsoft programs including Excel and other applications are beneficial.
- Should possess mathematical aptitude and analytical skills with attention to detail.
- Demonstrated ability to effectively manage priorities and programs.
- Excellent interpersonal skills as well as verbal and written communication skills.
- Professional and collegial work style and the ability to work collaboratively with diverse teams.
- Familiarity with unions or non-profit associations is highly desirable.

**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 email the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=4325482](https://www.appone.com/MainInfoReq.asp?R_ID=4325482).

**Internal Posting  
Period:**

There is no internal posting period for this vacancy. Applicants will be considered as they apply.

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