



A Union of Professionals

Notice of Open Position

August 4, 2021

Job Title:	Director of Accounting	Unit:	Management, Senior Manager Level B
Job Number:	MGT-41-27-0821-V	Supervisor:	Chief Financial Officer
Department:	Accounting	Annual Salary:	\$174,941.18

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 direct supervision of the Chief Financial Officer, the Director of Accounting will oversee the day-to-day accounting, payroll and financial reporting functions of a national organization according to its policies and procedures, and generally accepted accounting principles (GAAP). Duties will include the development, analysis, and interpretation of accounting and financial information to facilitate and execute key decisions; recording, monitoring and reporting of all financial assets to include investments and operating cash on hand; as well as other matters bearing on the fiscal soundness and effectiveness of the organization.

- Position Responsibilities:**
- Manage all accounting functions for multiple entities including, but not limited to, accounts receivable, accounts payable, loans and collections, general ledger maintenance, and the chart of accounts.
 - Responsible for the month-end and year-end closes for all companies and funds, as well as the timely preparation of consolidated financial statements and regulatory filings of the annual audit, 990, and labor management reporting.
 - Establish, maintain and monitor internal controls to ensure compliance with industry best practices.
 - Manage and monitor the treasury functions of the AFT, including but not limited to cash flow, bank reconciliations, investments, lines of credit and loans, lock box deposits, and purchasing cards.
 - Oversee and monitor the applicable aspects of the payroll function to ensure the accurate and timely processing of payroll in coordination with human resources.
 - Ensure compliance with sales and use tax and other local, state, and federal tax reporting.
 - Account for all fixed assets and perform financial analysis on capital acquisitions.
 - Oversee the proper allocation of invoices and expenses according to funding source and expense categories and investigate transactional line-item details as needed.
 - Conduct financial analysis and prepare financial reports (including ad hoc reports) and statements for executive management, committees, and council.
 - Support the preparation, development and presentation of the annual budget.
 - Supervise, evaluate, and develop accounting staff.
 - Other duties as assigned with occasional travel required.

Primary Knowledge, Skills and Abilities:

The following are required for this position:

- Bachelor's degree in accounting, or related business field.
- Certified Public Accountant and/or Certified Management Accountant designation.
- Thorough familiarity with GAAP and IRS requirements for a non-profit organization.
- A minimum of 10 years accounting experience ideally gained through increasingly responsible management positions in a tax-exempt organization or labor organization.
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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.

- A minimum of 5 years recent experience in a director of accounting/ controller/ or other lead financial role with responsibility for accounting, payroll, cash management, and regulatory compliance.
- Working knowledge of manual and automated accounting systems (Microsoft Dynamics GP), well-developed financial analysis capabilities and demonstrated ability to manage budgets.
- Sound administrative skills in addition to well-developed management skills.
- Strong focus on details, time management.
- Excellent verbal and written communication skills.
- Experience managing employees working under collective bargaining agreements.
- Experience with fund accounting and the financial interactions between related parties.
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Work Environment:

Work is generally performed in an office, but some travel is required.

How to Apply:

Applicants should submit a cover letter and resume to the director of human resources or via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=4014494.

Internal Posting Period:

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

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