



A Union of Professionals

## Notice of Open Position

Oct. 12, 2021

<b>Job Title:</b>	Accounting Assistant	<b>Unit:</b>	OPEIU ( Job #49, Grade 7)
<b>Posting Number:</b>	OPU-41-56-1021-V	<b>Supervisor:</b>	Deputy Director, Accounting
<b>Department:</b>	Finance	<b>Annual Salary:</b>	\$59,166.98

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:** Under the supervision of the Deputy Director of Accounting, the candidate is responsible for administrative accounting duties that include, but are not limited to, processing accounts payable, reviewing employee expenses, entering cash receipts, and providing clerical support along with other assigned department duties.

- Position Responsibilities:**
- Process incoming emails to the accounts payable email inbox.
  - Review and assemble voucher requests from accounts payable inbox and submit for Finance department approval.
  - Create vendor records for new hires and first-time vendors.
  - Download ACH submissions from Leader Net and update vendor records accordingly in accordance with control procedures.
  - Process and record miscellaneous cash receipts, credit card transactions, intercompany bank transfers, shipping/ mail charges or other necessary transactions.
  - Process employee and non-employee expenses for reimbursement.
  - Support accounts receivable processing to include recording per capita payments, lockbox data management, and/or per capita batch preparation.
  - Provide administrative support to the Finance department to include processing vouchers, sorting and distributing mail, updating intranet content, and managing calendars.
  - Organize and maintain paper and electronic filing of Finance department documents.
  - Order office supplies for department staff.
  - Support department staff with clerical tasks and other duties as assigned.

- Primary Knowledge, Skills and Abilities:**
- Minimum of 3 years of relevant work experience in accounting or related function is required.
  - Bachelor’s Degree in accounting or a related field and/or relevant coursework is a plus.
  - Proficient in Microsoft Office Suite applications (i.e., Word, Excel, PowerPoint, Outlook).
  - Strong attention to detail, high-quality customer service, and an aptitude for learning.
  - Demonstrated ability to collaborate, communicate effectively, and support diverse teams.
  - Prior work experience or familiarity working in a union environment is preferred.

### 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.*

- Knowledge of basic accounting principles, 1099 requirements, and sales and use taxes.
- Knowledge of office equipment including photocopier, fax machine, and calculator.

**Work Environment:** Work is generally performed in an office environment.

**How to Apply:** Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. 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=4325032](https://www.appone.com/MainInfoReq.asp?R_ID=4325032).

**Internal Posting Period:** The internal posting period expires on Oct. 26. External candidates will be considered as of Oct. 27.

**Cc:** Patricia Cook, OPEIU Shop Steward

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