



Notice of Open Position

Job Title:	Accountant/Administrative Assistant	Unit:	OPEIU (Job #60, Grade 7)
Posting Number:	OPU-48-46-0921-V	Supervisor:	Sr. Directors, Organization & Field Services
Department:	Organization & Field Services	Annual Salary:	\$58,006.85

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 senior directors of organization & field services, the accountant/administrative assistant provides support to the department by processing expenses for AFT’s \$2.5 million release-time program. The incumbent handles logistics for the back-to-school organizing program and assists in the preparation of the assistance packages brought before the AFT Executive Council.

- Position Responsibilities:**
- Reviewing, processing and monitoring expense reimbursements for regional “20-day” project organizers.
 - Tracking staff and volunteer deployment.
 - Negotiating hotel rates and setting up direct billing accounts for campaign assignments.
 - Assisting in the preparation of financial assistance packages for quarterly submission to Executive Council.
 - Collecting, reviewing and reconciling departmental invoices and processing for payment.
 - Maintaining records for national representative weekly assignments, database for yearly back-to-school summer organizing and release-time program.
 - Answering telephone, distributing department mail and ordering supplies and publications as requested.
 - Scheduling meetings and making travel arrangements.
 - Participating in supportive role assignments under the direction of the human resources department.
 - Other duties as assigned.
 - Some travel and occasional overtime is required.

- Knowledge, Skills and Abilities:**
- Advanced math skills are required.
 - Employee must be able to work independently with precise attention to detail.
 - Excellent written and verbal communication skills are essential.
 - Employee must be well organized, able to work collaboratively and display good judgment given general guidelines.
 - Good telephone and interpersonal skills are required.
 - Computer proficiency in Microsoft Excel (and willingness to train on standard AFT software).
 - Familiarity with unions and/or non-profit associations is preferred.

Work Environment: Work is performed in an office setting.

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=3960559.

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.

**Internal Posting
Period:**

The internal posting period for this position expires Sept. 21. External applicants may be considered as of Sept. 22.

cc: Patricia Cook, OPEIU#2 Shop Steward

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