



A Union of Professionals

September 2023

Notice of Open Position

Job Title:	Accounting Assistant II	Unit:	OPEIU Grade 7
Posting Number:	OPU-41-00-0322-V	Supervisor:	Deputy Director, Accounting
Department:	Finance	Annual Salary:	\$60,941.99

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, handling accounts payable and expense reimbursements, processing per capita payments, recording journal entries and other assigned department duties. Tasks may be performed for AFT or its related entities.

Position responsibilities:

- Handle and record incoming per capita tax payments and other miscellaneous cash receipts; review per capita invoices prior to distribution.
- Ensure membership counts, payment totals, and other invoice variables are entered correctly in the accounting software sales module.
- Run accounting software integrations for various transactions as necessary.
- Review and reconcile supporting documentation with transaction batches prior to final posting.
- Review and assemble incoming voucher requests, validate all information for accuracy and submit for Finance department approval.
- Create and/or modify vendor records for employees, consultants, vendors, affiliates, members or other individuals and entities.
- Monitor and review ACH and W-9 submissions to update vendor records in accordance with all financial control procedures.
- Review and process employee and non-employee expense reports for reimbursement.
- Communicate effectively with others regarding finance policies and procedures, or to make requests for corrected documentation.
- Record various disbursements including invoices, credit card transactions, intercompany bank transfers, shipping/ mail charges or other necessary transactions.
- Provide administrative support to accounting managers, such as coordinating meetings, monitoring the department calendar, updating finance content on the intranet, and researching various issues.
- Back up other department staff as needed and other duties as assigned.

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.

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.

Secondary Knowledge, Skills and Abilities:

- Prior work experience or familiarity working in a union environment is preferred.
- Knowledge of basic accounting principles, 1099 requirements, and sales and use taxes.
- Knowledge of office equipment including photocopier, fax machine, and calculator.

Application requirements:

Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. Applicants should submit a cover letter and resume, via the following link:

https://www.appone.com/MainInfoReq.asp?R_ID=5654334

cc: LaTia Scott, OPEIU Steward

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