



A Union of Professionals

## Notice of Open Position

February 2023

**Job Title:** Accounting Assistant I  
**Posting Number:** OPU-41-25-0822-V  
**Department:** Finance

**Unit:** OPEIU Grade 6  
**Supervisor:** Deputy Director, Accounting  
**Annual Salary:** \$56,093.36

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, processing expense reports, creating vendor records and providing clerical support along with other assigned department duties. Tasks may be performed for AFT or its related entities.

### Position responsibilities:

- Review and assemble incoming voucher requests from the accounts payable inbox, 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.
- 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.
- Process employee and non-employee expenses for reimbursement.
- Download lockbox cash receipts and prepare per capita batches or other cash receipt forms.
- Provide administrative support to the Finance department to include processing internal vouchers, organizing files, ordering supplies and sorting and distributing mail.
- Back-up other department staff as needed 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.

### 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=5290462](https://www.appone.com/MainInfoReq.asp?R_ID=5290462)

**cc:** LaTia Scott, OPEIU Steward

### 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.*

**Vaccine Requirement:** AFT requires that all staff be fully vaccinated for COVID-19.