



Notice of Open Position

A Union of Professionals

January 2024

Job Title:	Compliance Assistant	Unit:	OPEIU (Confidential)
Job Number:	COPU-31-50-0124-N	Supervisor:	Senior Assistant to the Secretary-Treasurer
Department:	Office of the Secretary-Treasurer	Annual Salary:	\$68,435.86 (Grade 6 + 15%)

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 direction of Senior Assistant to the Secretary Treasurer, the Compliance Assistant will support the preparation, collection and recording of AFT affiliate's constitutional compliance items; including but not limited to affiliate charters, per capita, financial reviews/audits and constitutions; and AFT tracking of compliance of affiliates with federal compliance (IRS and DOL). This position is in communication with affiliates and leaders regularly both by email and phone regarding sensitive matters.

Position Responsibilities:

- Per Capita Compliance
 - Process per capita error sheets from accounting to appropriate staff.
 - Communicate to affiliates as needed and as assigned regarding per capita issues.
 - Update monthly accountability data set in preparation for constitutionally required communication to affiliates.
 - Create per capita fillable forms periodically and support dissemination to affiliates.
- Charters
 - Prepare charter documents for review and production.
- Financial Reviews
 - Digitize paper financial submissions.
 - Record and save (following strict naming conventions) all digitized and electronic financial submissions from affiliates into ARTS or other tracking system.
 - Communicate to affiliate leaders and staff regarding missing documents as needed.
- Constitutions
 - Digitize paper constitution submissions.
 - Record correct data and upload all digitized and electronic constitution submissions into ARTS or other tracking systems.
- Affiliate compliance with federal (IRS and DOL)
 - Produce letters for adding affiliates to AFT Group 0787 with IRS.
 - Assist with the tracking of data for affiliate compliance with IRS (990) and DOL (LM).
- Convention Compliance
 - Support compliance tracking in preparation for biennial convention.
- Participate in supportive role assignments under the direction of the human resources department.
- 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:

- Ability to work independently.
- Strong organizational skills, and attention to detail are essential.
- Experience with basic accounting and/or Excel spreadsheets preferred.
- Ability to handle sensitive matters and communication to affiliate leaders with discretion.
- Willingness to learn new applications and software.
- Knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Adobe Professional.

Work Environment:

AFT is a place-based organization. The work is generally performed in an office environment, but also may require travel in connection to biennial convention.

How to Apply: Applicants should submit a cover letter and resume via the following link:

https://www.appone.com/MainInfoReq.asp?R_ID=6035701

Internal Posting Period: There is no internal posting period as this position is a confidential position.

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