



AMERICA'S UNIONS

ACCOUNTS PAYABLE ASSISTANT MANAGER
ACCOUNTING
WASHINGTON, DC [HEADQUARTERS]

The Accounts Payable Assistant Manager role involves providing oversight to ensure efficient, timely and accurate payments to vendors. This position works under the direction of the Accounts Payable Manager.

Duties and Responsibilities

- Provide employee training in the use of the electronic check request system.
- In the absence of the Accounts Payable Manager and/or with her direction, will be responsible for the following in the Accounts Payable division: supervise Accounts Payable staff; import/integrate QuickBase data to Great Plains; process and print Accounts Payable checks; process wire transfers via on-line banking.
- Review and approve electronic check authorizations for completeness/accuracy; proper budget placement and general ledger coding/descriptions; 1099 and DC Use Tax applicability; contractual compliance; DOL compliance; and internal policies compliance.
- Manage the Federation's Corporate Credit Card Programs in the capacity of Program Administrator for proper budget placement and general ledger coding/descriptions; internal policies compliance; ordering/cancelling credit cards; and correspondence with credit card vendors.
- Manage the outstanding checks reconciliation, and void/reissue checks.
- Review and approve all monthly bank statements prior to reconciliation.
- Assist with preparation of annual Personal Property Tax Return.
- Prepare journal entry adjustments and account reconciliations.
- Assist as needed in the preparation of LM-2 reporting.
- Assist in the FYE closing, audit, and accrual process.
- Processing of special projects, research, reports, spreadsheets, and forms, upon request.
- Other duties as assigned.

Qualifications

- AA in Accounting or related field;
- Five years of experience in an automated accounts payable environment, including three years of supervisory experience or an equivalent combination of training and experience;
- Demonstrated understanding of accounting principles and accounts payable processes;

- Demonstrated experience working with accounting software packages (Great Plains and QuickBase experience preferred);
- Demonstrated proficiency in use of spreadsheet software (Excel experience preferred);
- Demonstrate the ability to multi-task and organize/manage multiple projects or priorities;
- Excellent attention to detail and accuracy.
- Excellent listening, interpersonal, communication and problem solving skills.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Demonstrated ability to work effectively in politically sensitive and high-pressure environments.
- Demonstrated ability to exercise excellent political judgment and discretion.
- Demonstrated ability to manage sensitive relationships and diplomatically communicate with AFL-CIO officers, department directors, managers, employees, and outside vendors/contacts.
- Ability to work long and extended hours as needed.

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