



**ACCOUNTS RECEIVABLE AND ADMINISTRATIVE ASSISTANT
ACCOUNTING
WASHINGTON, D.C. [HEADQUARTERS]**

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

This position reports directly to Controller and Assistant Controller

Duties and Responsibilities

Administrative

- Provide telephone coverage to the Controller and Assistant Controller;
- Open, date stamp, and distribute department mail;
- Coordinate with approvers and Support Services, to send overnight, certified, or couriered mail;
- Prepare routine correspondence, audit confirmation letters, and mail merge letters;
- Schedule semi annual trustee meetings for 401K and Staff Retirement Plans;
- Process travel expense reports for Controller;

Accounts Receivable

- Maintain Accounts Receivable module in Great Plains accounting software;
- Responsible for monthly invoicing for all federation receivables to include, but not limited to:
 - Information Technology Services
 - Payroll
 - Support Services
 - Facilities Management (rent, operating expense, catering and room rental)
 - State Unity funding
 - Headquarters building rent (adjusted for increases per leases)
- All rebilling for any payments made on behalf of other organizations, or out of policy employee charges as instructed by the A/P Supervisor
- Generate monthly statements for customers and employees, oversee various stages of collections for any outstanding balances due, and maintain current aging and arrears reports;
- Monthly reconciliation of receivable accounts to the general ledger;
- Answer customer and employee questions regarding invoices,
- Generate receivable reports as requested, and assist in year-end audit;

Cash Receipts

- Responsible for the daily deposit of all federation and COPE cash receipts through remote deposit software and equipment provided by the bank;

- Properly code, record, and post all cash receipts in the Great Plains accounting system, including setting up new customer records as needed;
- Update membership spreadsheet and ledger as per capita taxes are received from National, Associate, and Direct NEA Local affiliates;

Accounts Payable

- Data entry, processing, and reconciliation of invoices as assigned. This includes auditing invoices for proper documentation, coding, mathematical accuracy, identifying 1099 vendors, and applicability of sales/use taxes. This includes but is not limited to:
 - Annual/Quarterly Insurance invoices
 - Annual Audit invoices
 - Reserve Fund management expenses
 - Tracking and calculation of prepaid parking
 - Calculation and preparation of monthly check requests for per capita tax collected from Direct NEA Locals, payable to State Federations and Central Labor bodies
 - Prepare checks for mailing, and ACH notifications to be delivered via email;

Other

- Monthly data entry of revolving credit card royalty balances in shared spreadsheet;
- Maintenance of I.R.S. Group Exemption File;
- Maintain current Rent Roll spreadsheet;
- Prepare annual audit confirmations for per capita tax;
- Provide support for government agency filings;
- Prepare adjusting journal entries as assigned;
- This position also serves as backup for the processing of employee expense reimbursement through the Concur System.
- Other duties as assigned.

Supervisors must be informed immediately if any deadlines are unable to be met

Qualifications

- Minimum of three years' experience working at a high level in Accounting or a two year Accounting Degree;
- Demonstrated ability to run queries and produce specialized reports using spreadsheet or database programs;
- Demonstrated experience working in a high-pressure environment and the ability to manage competing priorities;
- Excellent proofreading skills and attention to detail;
- Ability to work in a confidential environment;
- Must show initiative and be extremely well-organized, be a self-starter, and be able to work independently with a minimum amount of supervision;
- Diplomacy in dealing with officers, department managers and staff, affiliates and other national and local organizations;
- Must be able to work cooperatively and as part of the team;
- Overtime and travel may be required, if needed.

Salary: \$70,267.61

Required Tests Include:
DATABASE (ACCESS), SPREADSHEET (EXCEL), CLERICAL, TYPING AND ACCOUNTING TESTS
REQUIRED
Hours Will be: 8:00 am – 4:00 pm

Apply here: <http://aflcio.hirecentric.com/jobs/>

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