



OFFICER AND EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT ACCOUNTING WASHINGTON, DC [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 will report directly to the Controller and Assistant Controller.

Duties and Responsibilities

Audit and Processing of Travel Expense Reports

- Review all expense reports submitted for reimbursement for compliance with current federation Travel and Expense policies;
- Ensure receipts are submitted for all requested expense reimbursement;
- Ensure proper approval and complete information has been given regarding the purpose of any meeting meals, or any exceptions made outside of the current policy;
- Calculate appropriate per diem earnings, including verification of accurate per-diem rate for high/low cities, and split for taxable earnings;
- Check conversion for any foreign exchange to US currency;
- Check for submission of any personal charges, and forward to A/R to issue an invoice for reimbursement;
- Verify and deduct any outstanding travel advances;
- Contact employees regarding any rejected reimbursements, and for any additional documentation or clarification of information as needed;
- Review for proper employee, cost center, account, LM-2, and program coding;
- Process weekly expense run through ADP via Concur database;
- Verify batch totals; and integrate to Great Plains
- Distribute checks to headquarter and field employees.

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:
 - Concur Invoices

- ADP Invoices
- Dependent Care Reimbursement (Direct into GP: Confidential)
- Travel Advances
- Rental Car Invoices
- Monthly Credit Card Royalties
- Prepare checks for mailing;
- Research of any outstanding checks over six months old, including detailed documentation for any check that is voided and not reissued;
- Sales and Use Tax reconciliation;

General Ledger

- Annual reconciliation of travel advances at year-end;
- Collect and enter time allocation for LM-2 purposes by individual employee;
- Assist with year-end audit;

Other:

- Assist employees and management with research as requested, including Concur system changes and upgrades;
- Annual update of GSA High/Low cost cities rates, and the IRS mileage rate;
- Reconciliation and processing of Dependent Care Program benefits;
- Preparation of the quarterly Lobbying Report, including the calculation and communication to affiliates regarding their portion of per capita tax attributable to federation lobbying;
- This position also serves as backup for all federation deposits of cash receipts, coding and entering of cash receipts, and maintenance of the check log.
- Conducts webinar and in-person staff training on how to use the Concur System; is responsible for the content of training sessions
- Perform other duties as needed;

Qualifications

- Proficiency with 10 key calculator;
- Accurate typing;
- Ability to create and manipulate spreadsheets in Excel;
- Ability to prioritize work;
- General knowledge of Accounting preferred;
- Knowledge of foreign exchange conversion to US currency preferred;
- Proficiency in Excel, Microsoft Word;
- Experience with Concur, Great Plains, Quickbase and ADP helpful;
- Ability to communicate with AFL-CIO employees and outside contacts diplomatically.

Salary: \$77,530.59

Required tests include:

**Clerical, Typing, Spreadsheet, Database, Petty Cash, Bank Reconciliation and Bank
Deposit, 10-key Test
Judgment Test
Hours: 8:30 AM to 4:00 PM**

Apply here: <https://aflcio.exacthire.com/>

Equal Opportunity Employer