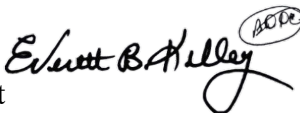


AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources\Vacancy #39

DATE: October 28, 2020

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement – Staff Accountant, (CPA) G-11/12, Finance Department

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Staff Accountant (CPA), Finance Department, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

Official station: National Office

All interested applicants **must submit resume to:** jobs@afge.org. Attention: Vacancy Announcement #39 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Thursday, November 5, 2020.

cc: National Executive Council
Chief Steward, OPEIU Local 2
Finance Director

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE AFGE CAREER WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	National Secretary-Treasurer
Location:	Finance Department
FSLA Classification:	Exempt
Position Title:	Staff Accountant
Date of Revision/Creations:	October 2020

I. INTRODUCTION AND POSITION SUMMARY:

The Finance Department functions to plan, organize, direct, control and coordinate the financial management, budget, and accounting programs of the AFGE. The Department maintains operating level accounts of moderate complexity. The incumbent is responsible for handling centralized accounting transactions at the National Headquarters.

II. DUTIES AND RESPONSIBILITIES:

- The incumbent is a member of the professional staff and carries out complete auditing, review, evaluation, reporting, and related responsibilities of conducting examination of accounts in assigned Locals or Councils.
- Reconcile monthly bank statements.
- Prepare monthly journal entries.
- Preparation of monthly and/or quarterly reports (Lobbying, Legal Rep Fund reimbursement to Gen Fund, US Department of Commerce filings).
- Assist in preparation of annual reports (LM2, 990, 940, and OPM returns).
- Responsible for journal entries and reconciliation of fixed assets.
- Maintain supporting Audit schedules for assigned balance sheet and income/expense accounts.
- Assist in preparation and data entry of budget and other areas affecting the financial statements.
- Perform other duties as assigned by supervisor.

III. WORK ENVIRONMENT

Work is generally in an office setting. Periodically long hours are required. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors.

IV. CONTROLS OVER WORK:

The incumbent receives general instructions from the Director of Finance as to the scope of his tasks, problems to be expected, objectives to be achieved, and any limitation on the nature of the solution or the procedures to be used. The incumbent's work is under the direct supervision of the Deputy Director of Finance and the general supervision of the Director.

Reports and recommendations are reviewed for compliance with general instructions; program conformity; sound application of principles, theories, and techniques; adherence to policies, practices, and procedures; and for the soundness of judgment and conclusions.

Basic policy control comes from the National Constitution first, then from decisions of the National Convention and National Executive Council. Information concerning the latter is in the minutes, advice of which will be given through the supervisor. Directives of National Officers will be received either through memoranda from them or orally. Many situations are not covered by the guidelines, and therefore require seasoned interpretation and judgment.

V. OTHER SIGNIFICANT FACTS:

Applicants must have the following education and/or experience as specified in the OPM Qualifications Handbook X-118 for the accounting series.

- Completion of a four (4) year college course leading to a BA degree in Accounting.
- Three (3) years of specialized experience as a professional accountant or auditor. This experience must assure applicant's ability to perform professional work as a Staff Accountant and include spread sheet experience.
- Applicant must be a Certified Public Accountant (CPA).
- A Certified Public Accountant (CPA) after a year of satisfactory work will be promoted to Grade 12.

VI. STATEMENT OF DIFFERENCES

Activities are limited and subject to close control during the indoctrination period.

Applicants must have a BA degree in Accounting, two (2) years specialized experience in professional work, and actively seeking CPA certification.

Promotion to a Grade 12, requires successfully passing the CPA exam.

EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic

information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.