


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

MEMORANDUM: Human Resources/Vacancy #32

DATE: September 10, 2021

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement – Accounts Receivable Staff Accountant,
G-11/12, Finance Department.

The purpose of this memorandum is to advise you that a vacancy exists for the position of Accounts Receivable Staff Accountant in the 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 #32 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Monday, September 20, 2021.

cc: National Executive Council
Chief Steward, OPEIU #2

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:	Accounts Receivable Staff Accountant
Date of Revision/Creations:	January 2021

CLASSIFICATION: Accounts Receivable Staff Accountant, G-11/12,

I. INTRODUCTION

The Finance & Information Services Department has the responsibility of handling all financial matters and records, including the preparation of financial and management reports, for the American Federation of Government Employees (AFGE). The position herein described assists in the operation of AFGE's membership and billing system as well as the accounts receivable functions. The position is under the direction of the Director of Finance and the direct supervision of the Deputy Director of Finance.

II. DUTIES AND RESPONSIBILITIES

- A. Process monthly PCT billing for insured and non-insured locals. Reconcile and research any discrepancies and report discrepancies / issues to Deputy Director.
- B. Prepare, generate, review, and verify billing statements for insured and non-insured locals after billing is complete.
- C. Enter and post miscellaneous invoices and adjustments to customer account weekly.
- D. Review and verify weekly customer statements for accuracy.
- E. Assist month end closing and perform program testing as needed.
- F. Serve as back up of processing tape membership dues deduction information from government agencies.
- G. Serve as a backup in preparing and transmitting deposits for all payments received.
- H. Prepare membership card files for printing and distribution to members.

- I. Assist Customer Services Representatives in proper input of membership information.
- J. Run membership and financial reports and provide analytical assistance as needed.
- K. Reconcile membership records to agency dues deduction files.
- L. Assist in preparation of audit and LM-2.
- M. Perform other duties assigned by Finance Director and/or Deputy Director.

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 THE POSITION

This position receives direct supervision from the Deputy Director of the Finance Department. The Deputy Director will give specific instructions concerning procedures and policies and will direct the implementation of new policies and procedures when applicable. The Director of Finance is responsible for the general supervision and direction of the department.

V. QUALIFICATIONS

- A. Completion of a four (4) year college course in accounting or related field.
- B. Three (3) years of specialized experiences 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.
- C. Preferred applicant a Certified Public Accountant (CPA) or actively seeking CPA certification.
- D. Must be a team player and customer service oriented with ability to constructively communicate with various levels of internal and external customers, including employees, managers, executives, and Locals.
- E. Must have an interest in and loyalty to the labor union movement.

VI. STATEMENT OF DIFFERENCES

Activities are limited and subject to close control during the indoctrination period. These restraints will be relaxed gradually, and incumbent will be promoted when he/she has demonstrated the ability to fully perform the duties prescribed at GS-11 level.

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

Promotion to Grade 12 requires successfully passing the CPA exam.

VII. 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.