

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

MEMORANDUM: Human Resources\Vacancy #56

DATE: January 13, 2022

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National President

SUBJECT: Vacancy Announcement – Accounting and Payroll Services Technician G-9/10,
Finance Department.

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Accounting and Payroll Services Technician, 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

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to jobs@afge.org, Attention: Vacancy Announcement #56 to Human Resources. Expressions of interest from **(internal candidates)** must be received by the close of business on Monday, January 24, 2022.

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: Non-Exempt
Position Title: Accounting and Payroll Services Technician
Date of Revision/Creations: December 17, 2021

CLASSIFICATION: Accounting and Payroll Services Technician

I. INTRODUCTION

The Finance Department has the responsibility of handling all accounting and financial processing and records, including the preparation of the payroll and processing of all payments for the American Federation of Government Employees (AFGE). The position herein described is responsible as a secondary position for the processing of AFGE's payroll through ADP, a payroll service provider, and interacting on a routine basis with the AFGE Human Resources and the ADP payroll processing service personnel. Additionally, the position described herein is responsible for the auditing of vouchers through the Concur system and invoices, coding and entry of invoices and vouchers to the appropriate vendor and general ledger accounts in the accounting software. The incumbent will also be responsible for monitoring and tracking Wells Fargo VISA charges and advances. The position is under the direction of the Director of Finance and the direct supervision of the Deputy Director of Finance when assigned to the payroll functions. When assigned to the accounts payable function, the incumbent reports to the Accounting Services Manager for accounting services. The incumbent will be required to support both the payroll and accounts payable functions.

II. DUTIES AND RESPONSIBILITIES

Accounting Services Functions:

- Audits expense vouchers, and verifies required approvals, receipts and documentation for payment in accordance with applicable travel regulations. This includes the capturing of charge transactions and travel advances. Must verify and code the VISA transactions to the appropriate month. Also prepares correspondence to officers, staff and members regarding voucher discrepancies and audit corrections that were made.
- Reviews, updates status and authorizes payment of expense reports in Concur.
- Receives, codes and enters data for all invoices received in the Finance Department. This also includes verification of appropriate approvals.

- Monitors incoming travel advance requests for timely processing and vendor accounts for prior travel advances and balances due AFGE. Also prepares correspondence to recipient about procedures and timeframe for clearing the advance.
- Posts dues refunds and bonus bucks payments from a batch in Great Plains and verifies that output matches the detail provided.
- Shares responsibility for proofing edit lists prepared by other AP staff. This includes verifying all documents in the edit list, putting them in order for review and making changes from the review process. Once the edit list has been approved, the incumbent will be responsible for producing all checks from the batch on a rotating weekly basis. Also responsible for producing safe pay list for each payment batch and uploading this safe pay file to the Wells Fargo website. When producing checks for vouchers with credit card transactions, the incumbent must manually enter and apply the amount of VISA charges by month. Must also run the appropriate reports at the end of each day to capture detail of all payments.
- Researches and responds to inquiries from various entities to help resolve discrepancies.
- Processes bi-weekly recurring garnishment entries from payroll and monthly recurring entries for rent and rebate payments.
- Assists with the year-end audit schedules and 1099 filings.
- May also assist Data Processing with entry of 1187's, particularly those requiring payment of incentive payments through accounts payable.
- Perform other duties assigned by Finance Director and/or Accounting Services Manager.

Payroll Functions

- Processes daily and periodic payroll processing tasks for AFGE.
- Processes and reviews compensation changes or special payment requests, including judicial and personal actions of a confidential nature.
- Communicates and works with ADP on issues arise from periodic payroll processing, tax filing and tax adjustments.
- Proactively recommends and assists in implementation of ongoing improvements in the process.
- Performs analyses and reconciliations of designated payroll-related general ledger account.

- Prepares salary and related compensatory budget analysis, as required, to assist in the budget process.
- Processes and reviews various federal and state tax reports and filings, including W-2's, 940's and state employment returns.
- Interprets and implements timely payroll changes as outlined in numerous employment contracts.
- Establishes and maintains excellent working relationships and communication with appropriate AFGE personnel.
- Always respects and maintains the complete confidentiality of all payroll information and provides payroll-related information only with express written or electronic approval of the Deputy Director of Finance, Director of Finance, or National Secretary-Treasurer.
- Perform other duties assigned by Finance Director, Deputy Director and Accounting Service Manager.

III. WORK CONTROL

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 Finance for payroll related functions. The Deputy Director may assist with payroll in the absence of the Director and/or payroll administrator.

For accounting services functions, this position is under the direct supervision of the Accounting Services Manager for Accounting Services. The Accounting Services Manager for Accounting Services will give specific instructions concerning procedures and policies and will direct the implementation of new policies and procedures. This position will also receive general guidance from the Lead Accounts Payable Representative on day-to-day matters. The Director of Finance is responsible for the overall operations in the Finance Department.

Incumbent will receive a review by the supervisor after filling the position for one year to determine if all duties and responsibilities are being carried out on a routine basis without instruction. If all duties and responsibilities are being met or exceeded, then incumbent will be promoted to the next level.

V. QUALIFICATIONS

- Associate degree (A.A) or equivalent from two-year college or technical school or one or more years of related experience and /or training in accounting/finance; or combination of education and experience in accounting/finance.
- This experience must demonstrate candidate's knowledge of standard accounting procedures and terms and the ability to perform basic accounting functions. Basic knowledge of Microsoft Word and Excel. Must be able to operate 10-key calculator by touch.
- Detailed knowledge of federal and state payroll rules, regulations and filings are essential. Must possess attention to detail and have the ability to review own work and detect errors.
- Knowledge of Internet applications and familiarity with Internet search engines and financial web sites.
- Ability to prepare concise financial analysis and professional business letters. Ability to complete data entry into the system at a minimum of 50 words per minute with a high degree of accuracy.
- Must be a team player and customer service oriented with the ability to communicate with various levels of internal and external customers, including officers, managers, employees, locals and vendors.
- Must have an interest in and loyalty to the Labor Union Movement.

VI. 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.