

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

**MEMORANDUM:** Human Resources/Vacancy #3

**DATE:** February 26, 2025

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley   
National President

**SUBJECT:** Vacancy Announcement – Finance Director, NBU ELS Level, Finance Department

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Finance Director, Finance Department, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

**Official Station:** National Office

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

All interested applicants must submit resume to [jobs@afge.org](mailto:jobs@afge.org), Attention: Vacancy #3 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on March 6, 2025.

**cc:** National Executive Council

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
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**THE AFGE CAREER WEBSITE)**

## POSITION DESCRIPTION

### American Federation of Government Employees (AFGE)

<b>Department:</b>	Finance
<b>Location:</b>	National Headquarters, Washington, DC
<b>FSLA Classification:</b>	Exempt
<b>Position Title:</b>	Finance Director
<b>Salary:</b>	NBU ELS Level
<b>Date of Revision/Creation:</b>	February 2025

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#### I. INTRODUCTION

The position of Director of Finance is under the National Secretary-Treasurer (NST). The NST functions to plan, organize, direct, control and coordinate the financial accounting needs of the Federation such as financial management, records, reports, etc. AFGE is composed of a National Office, 12 District Offices with Locals and Councils situated throughout the United States and abroad.

The Department consists of a Director, two Deputy Directors, Data Processing Integrity Manager, Accounting Services Manager, Staff Accountants, Payroll Administrator, Secretary to the Director, and additional accounting staff members. The Director is responsible for a financial information system designed to communicate meaningful financial data about the Federation through the National Secretary-Treasurer to the National President, National Executive Council, the general membership and other interested parties.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

- a. The incumbent provides the National Executive Council and other AFGE management staff with authoritative accounting advice and interprets the results and needs of the Accounts Payable, Payroll, Membership charges and the Accounts Receivable activities to the Director of Finance, National Secretary-Treasurer, National President, the NEC and other management officials. The incumbent is the technical expert in these fields for AFGE's management staff. The incumbent assures the coordination of these functions with staff to the extent that is required for the effective conduct of these functions.
- b. The incumbent must maintain strict neutrality in all internal AFGE union affairs, including National and Local Officer election and all OPEIU and CWA internal affairs.
- c. Incumbent provides oversight and general policy guidance to the Deputy Directors and Accounting Services Manager to assist them in accomplishing the following:

1. The receipt and disbursement of all AFGE funds with the determination that all sums are properly accounted for, entering transactions in appropriate journals, classifying transactions to account codes, posting to general ledgers and to any supporting or subsidiary ledgers, taking trial balances, preparing periodic or special purpose reports and the key financial statements. Selection of accounts for the recording of transactions, reviews of the assembly or consolidation of data contained in reports and statements; training of accounting personnel in the practical application of accounting principles as they relate to AFGE policies and procedures and the implementation of new policies and procedures.
2. Technical and administrative supervision over the work of the employees engaged in the receipt, verification, coding, reconciliation and maintenance of monthly membership and financial reports; examining the propriety of various vouchers; preparation of Federation payrolls; posting income and expense transactions to appropriate subsidiary and general ledger accounts.
3. Planning and organization of work within established methods, procedures and staffing levels. Adjustments as needed to dispose of backlogs and to maintain an even flow of work. Estimates production capability of staff and informs the National Secretary-Treasurer when workload exceeds that capability so that consideration can be given to staffing changes.
4. Assignment and distribution of work to assure that staff, based on their abilities, are used for the most difficult vouchers examinations, accounting problems and staff development. Assurance that membership records, per capita taxes, insurance fees and delinquency charges are correct for each Local; necessary correspondence is prepared to reconcile discrepancies; and funds are properly collected and deposited. Income and expenses are properly posted to subsidiary and general ledger accounts. Payrolls are properly and timely prepared. Issuance of standard operating instructions as necessary and keeping staff informed of new or changing AFGE accounting policies, procedures and goals.
5. Preparation of membership reports to verify each Local's voting eligibility and strength for caucuses and conventions. Assure that the necessary notices and correspondence for the NST notifying Locals of findings are issued and to reconcile any differences in Local/National Records.
6. Develop a budgeting program with the National Secretary-Treasurer emphasize and explain budget limitations; indicate actual or potential funding problems and recommend ways to solve financial systems problems; summarize experience data, indicate significant trends or notable deviations during past or current years, assist in advising Leadership regarding reasonable levels of proposed programs

### **III. CONTROL OVER WORK**

The incumbent of this position reports to the National Secretary-Treasurer must be thoroughly familiar with double entry accounting systems, voucher auditing techniques, payroll functions, and AFGE's accounting policies, procedures, and requirements. Must be aware of and apply AFGE Constitutional, Convention, NEC and NST financial policies. Performance is evaluated in terms of the effectiveness and accuracy of Local and National accounts maintenance systems.

### **IV. QUALIFICATIONS**

1. Completion of a 4-year college course leading to a BA degree in accounting and 4 years of specialized experience in administration and supervision of professional accounting work, which has included:
  - a. The design, development, installation, operation, or inspection of accounting systems;
  - b. Auditing accounts and transaction records;
  - c. Examination, analysis and interpretation of accounting data; and,
  - d. Providing advice and technical assistance on accepted accounting procedures.
2. Must be a Certified Public Accountant.

### **V. 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. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **IV. COMPENSATION**

The salary range for this position is NBU ELS \$172,088 to \$223,715. AFGE also offers comprehensive benefits as part of the total compensation package which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts and financial education.