

Finance & Administration Clerk
Maine State Employees Association, SEIU Local 1989

REPORTS TO: Director of Finance and Administration

WORKS WITH: MSEA staff, members, vendors, unit payroll departments

OVERALL RESPONSIBILITY: To process payroll, financial, membership, and dues transactions according to GAAP and MSEA-SEIU Local 1989 policies; and to provide support/back-up functions for the IT Specialist position.

JOB DEMANDS: This is a full-time hourly position (40 hours). This position requires strong clerical and human relations skills. A valid driver's license and a dependable vehicle are required.

COMPETENCIES:

- Application of bookkeeping principles and methods to the maintenance of specialized accounting and financial records following standard operating procedures
- Ability to compile information and prepare reports
- Ability to work independently, prioritize activities, use time efficiently, and meet deadlines
- Knowledge of Microsoft Word and Excel, in addition to accounting and database software
- Analytical skills to resolve errors, discrepancies and reconcile data
- Strong communications skills
- Knowledge of rules and regulations for payroll, benefits and taxes (including Sales and Use tax)
- Knowledge of Generally Accepted Accounting Principles (GAAP)

KEY AREAS OF RESPONSIBILITY:

- Process weekly payroll and staff expenses – review for accuracy and adherence to policy
- Track and monitor employee benefits, vacation/sick/comp time, etc.
- Process Accounts Payable accurately, charge expenses and verify member expense requests
- Interact with members, staff, and vendors to ensure accuracy and tracking of expenses
- Process Accounts Receivable including dues, benefits, and contributions
- Maintain tracking of Chapter Financials and distribution of Chapter Allotments
- Process and maintain membership data including application processing, dues batching, creating queries, and reporting
- Interact with various payroll departments in our bargaining units to ensure accurate reporting of dues
- Monitor various account balances to ensure proper funding
- Compile reports for various monthly, quarterly, and annual filing requirements
- Assist in the preparation of reports for the day to day operation of the organization including, but not limited to, Finance Committee, annual budget preparation, Board meetings and Annual Meeting
- Provide administrative support for the Director of Finance and Administration
- Perform back-up role for IT Specialist
- Assist in all areas of Finance and Administration, as needed
- Other duties as assigned

This position is a bargaining unit position. MSEA-SEIU is committed to diversity and encourages women and minorities to apply for this position.

Send cover letter, resume and references to: Jessica Doody, Executive Assistant, MSEA-SEIU Local 1989, 65 State Street, Augusta, ME 04330 or jessica.doody@mseaseiu.org.