



**ACE-AFSCME Local 2250, AFL-CIO  
Prince George's County, Maryland**

ACE-AFSCME Local 2250, AFL-CIO is a dynamic progressive labor union that represents 6,100 support employees in the Prince George's County Public Schools.

We have an opening for an Accounting/Bookkeeper.

**Purpose:**

The Accounting/Bookkeeper will be responsible for managing ACE-AFSCME Local 2250's assets in accordance with generally accepted accounting principles and union policies. You will handle assignments in a professional manner, make the appropriate referrals and complete assignments with the highest professional standards. This position reports directly to the Executive Director under the guidance of the Local 2250 Executive Board.

**Nature and Scope of Work:**

- Receives and disburses funds for the local union.
- Reconciles bank and credit card statements.
- Prepares all figures for the annual budget and monthly and annual financial reports.
- Prepares payroll (including all required withholdings) and payment checks.
- Provide all materials/information needed for the annual, Worker's Compensation and other audits.
- Prepares per capita reports (AFSCME, MSEA, CLC, State AFL-CIO, etc.).
- Prepare and deliver bank deposits.
- Maintains all financial records in accordance with standard accounting and business practices.
- Responsible for government and union financial compliance (auditors, AFSCME, government, etc.).
- Prepares the AFSCME International financial reports and the Hudson Reports.
- Prepares required local, state and federal tax and reporting forms.
- Prepares Maryland Lobbying Activity and Political Action Committee (PAC) reports.
- Prepares Surety Bond reports.
- Administers employee benefit plans (pension, health care, life insurance, etc.).
- Maintains employee files and leave reports (annual, sick, compensatory and lost time).

- Originates correspondence pertaining to business matters for the signature of corporate officers.
- Oversees all business related record keeping requirements.
- Post all transactions to the union's accounting system.
- Reconciles the general ledger account balances to supporting documents monthly.
- Perform other clerical duties

#### Personal Attributes:

- Personal Integrity- Demonstrated honesty and candor when dealing with stakeholders and businesses.
- Self-Confidence- projects a positive self-image through effective written and oral communication.
- Assertiveness- Forthrightly states the union's position in a variety of emotionally charged forums.
- Decisiveness- Makes timely decisions based on sound reason and available data.
- Listening Skills- Listens attentively, understands, accepts, and works cooperatively with diverse groups.
- Flexibility- Focuses on the overall mission of the union regardless of the internal/external environment.
- Initiative- Works independently with and without supervision, while managing a heavy workload.
- Background check and bonding eligibility required.

#### Education and Experience:

- High School Diploma or GED is required
- Strong bookkeeping skills to include but not limited to QuickBooks Online
- 5-7 years of experience in bookkeeping/accounting in the non-profit sector is preferred.

#### Skills and Knowledge:

- Excellent computer skills in accounting and financial software, Microsoft Dynamics (optional), Microsoft Office Suite, especially MS Excel, and databases
- Clear, concise and persuasive speaking and written correspondence.
- Organize and manage a large volume of information.
- Exercises initiative and functions effectively under general supervision.
- Valid driver's license or state issued ID

This is a bargaining unit position with a competitive salary and excellent benefits package. Work schedule is Monday through Friday with some after-hours meetings required.

Please submit cover letter and resume to ACE-AFSCME Local 2250, 14440 Old Mill Road, Upper Marlboro, MD 20772; Attention: Shirley Kirkland, President or email to [shirley.kirkland@ace-afscme.org](mailto:shirley.kirkland@ace-afscme.org). Deadline to apply is July 19, 2017.