



Accounting Associate

AFSCME Maryland Council 3 represents over 45,000 workers who work in public service. Council 3 members keep our public universities and community colleges running, maintain our libraries and museums, care for the elderly, provide social services to those in need, represent defendants in court, provide support in our schools, protect our communities, and maintain our parks and roads. We organize in the workplace and fight for dignity, respect, and a fair standard of living for all public service workers in Maryland.

We are accepting applications for an Accounting Associate to join the Council 3 team.

This position is based in our AFSCME Maryland Baltimore Office at 1410 Bush Street, Baltimore, MD 21230 and reports to the Council's Business Manager.

The Job:

- Perform timely reconciliations of accounts payable/receivable and staff reimbursements.
- Enter, review, and categorize bills and receipts.
- Utilize database systems to enter data, generate reports, and create bills.
- Communicate with employers on method, amount, and accuracy of dues remittance.
- Assist the team in calculating and processing monthly dues for the Council's local unions.
- Analyze dues reports from employers using Excel functions like pivot tables and vlookup.
- Compare financial amounts set forth in multiple reports and identify the differences.
- Validate and set up new vendors, ensuring all appropriate documentation is obtained.
- Coordinate payment terms, initiate payment, and respond to vendor inquiries.
- Onboard new employees, ensuring all forms are accurately completed and filed.
- Maintain department filing system to ensure the expeditious retrieval of information.
- Reserve and book staff member travel arrangements and ensure direct bill set up.
- Book space and food for conventions and conferences.

What we are looking for:

- Associate or bachelor's degree preferred.
- Minimum of 2 years relevant bookkeeping/accounting and HR experience.
- Strong communications skills (verbal and written) to communicate with members, staff, vendors, and employers.
- Possession of strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, including Excel and SharePoint, and QuickBooks.
- Familiarity with Bill.com, Expensify, and UnionWare a plus.
- Must be able to prioritize and meet deadlines while working in a busy environment.
- Experience with working in diverse communities and in a multi-cultural work environment. Sensitivity to and appreciation of ethnic and cultural differences required.
- Ability to establish and maintain effective work relationships with co-workers, members, and community allies.
- Business hours are 9:00 am - 5:00 pm; punctuality and reliability are a must.
- Demonstrated interest in the work of the union and the membership.

We offer a salary range of \$50,935 - \$65,008 with fully paid health benefits, 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, optional 401k, and life insurance. This position is confidential. Women and people of color are strongly encouraged to apply.