

AFSCME MD Council 3 Business Manager

AFSCME Maryland Council 3 represents over 30,000 workers including staff at MD's public universities, public defenders, social workers, clerical support staff, health care workers, correctional officers, and road maintenance workers. We organize in the workplace and fight for dignity, respect and a fair standard of living for all public service workers.

AFSCME Maryland Council 3 is looking to hire a **Business Manager** to handle the financial and human resources work for the union's staff of 25 plus.

The Job:

- Manage biweekly payroll, ensure benefits, and expense reimbursements are properly distributed and recorded.
- With the President, develop the annual operating budget.
- Supports the recruitment and hiring process, including onboarding new employees, record keeping, legal reporting, leave accounting and management of employee pension and health benefits
- Assist President in negotiating staff union contract.
- Responsible for updating all policies, procedures, employee handbooks as needed.
- Assess controls and suggest improvements to systems.
- Produce financial statements regularly and as requested.
- Prepare and submit annual IRS, DOL, state and national union compliance and reporting.
- Manage cash and review bank account reconciliations monthly.
- Maintain leases, oversee all procurement, and contract negotiations.
- Resolve building issues.
- Keep record of all distributed Council owned IT and computer equipment
- Negotiate hotel and meeting rates.
- Reserve and book all staff and member travel arrangements.
- Oversee all tax and reporting obligations.
- Implement systems for complying with state and federal laws regarding campaign finance and lobbying activities.
- Ensures compliance with all other state and federal laws.
- Other duties as assigned.

What We are Looking For:

- 3-5 years of experience in human resources and financial management
- Experience with Quickbooks, Excel spreadsheets and creating a budget
- Knowledge of Unionware a plus
- Excellent organizational and record keeping skills
- Familiarity or experience with state and federal campaign-finance disclosure
- Accounting degree a plus
- Experience working in a unionized work environment or working knowledge of collective bargaining agreements administration is strongly preferred.

Salary starts at \$80,000. Benefits include excellent health insurance, 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, optional 401k, life insurance, and great working environment. This position is confidential and reports directly to the President. To apply, email cover letter and resume to recruiting@afscmemd.org.