

PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description

Job Title: Financial Accounting Analyst

Reports to: Assistant Executive Director for Administrative Services

BU/FLSA Status: SO/Exempt (Salaried)

Level: Six

Job Summary

This is professional administrative accounting work performed at Headquarters.

This professional is responsible for the general financial accounting of the Association which primarily includes the general ledger; accounts payable; payroll; legal tracking including accounting, reporting, and billing; Health and Welfare Fund support; and the strike loan program. The employee is charged with the classification, analysis, and reporting of the Association's financial data which involves supervising and performing the analysis of complex financial statements and the preparation of documentation, financial statements, and reports to control Association funds.

The incumbent receives general direction on divisional goals, project agenda, and timelines, but operates with considerable freedom on professional approaches and in the general operations. Work is reviewed for attainment of divisional goals, adherence to deadlines, as well as compliance with PSEA fiscal policy, and sound financial accounting and record keeping standards. The professional periodically meets with internal groups and staff to support their financial business needs and serves as a member of work groups charged with varied developmental initiatives within PSEA. The professional conducts workshops on an annual basis for local officers and interacts daily with local officers and members to resolve issues, answer questions, update information, and suggest improvements for more efficient processing and collection procedures within the 1,050 EA and ESP local associations.

Job Duties and Responsibilities

1. Serves as team leader for accounts payable transactions, payroll, and strike loan processing for the Association.
 - Responsible for all aspects of accounts payable including documenting policies and procedures; record keeping and records retention; adherence to service level standards, customer service, team productivity, and deadlines; compliance with PSEA Fiscal Policy; assuring comprehensive accounts payable systems support; establishment and oversight of appropriate internal controls; compliance with all

- rules and regulations of governmental jurisdictions; adherence to payment schedules; preparing reports and schedules for internal and external reporting; account analysis; recommending and implementing business process improvements; and providing needed staff training.
- Responsible for the processing of accounts payable check payments and payments made via ACH direct deposit, and the electronic transmission of check information into the vendor (currently PNC Bank Payee Positive Pay) fraud prevention module, and the email notification to ACH direct deposit recipients. Reviews and researches exception items reported to PSEA by our vendor (currently PNC Bank) to determine if they should be paid or rejected, and transmittal of this decision to the vendor.
 - Plans, assigns, and monitors progress of accounts payable transaction processing including ensuring adherence to report deadlines imposed by governmental entities and outside vendors, and completeness of each team members work. Interacts regularly with team members to schedule and prioritize work, provide support and answer questions, and deal with any problems/concerns.
 - Reconciles the accounts payable balance on the general ledger.
 - Responsible for all aspects of and ensuring standards in documentation, records, service levels, customer service, productivity, deadlines, and checks and balances; and monitoring policy, reporting requirements, and rules compliance similar to the accounts payable function.
 - Reconciles approximately 80 general ledger accounts on a monthly basis, identifying any items which may need to be reported and resolved, if necessary.
 - Reviews and approves payroll system reports generated for the biweekly payroll to ensure accurate payment and reporting of all payroll related items and keeps current on payroll-related tax and benefit issues as they impact the organization.
 - Coordinates and schedules the process workflow of the accounts payable and payroll functions.
 - Responsible for all aspects of coordinating the processing of strike loans with our vendor (currently PNC Bank). This includes reviewing for accuracy the strike loan applications submitted by members to insure compliance with vendor requirements and The Patriot Act; generating reports needed by the vendor for the recording of the loans in the Bank's loan system; reviewing the monthly interest and fees invoice from the vendor for accuracy and notifying the bank of any errors; and recording the bank charges for the strike loan program in the JD Edwards accounting system.
 - Receives and processes strike loan applications in accordance with PSEA Fiscal Policy and the requirements of the lending institution; issues checks to eligible members; maintains loan record keeping and records retention; serves as PSEA's liaison with the lending institution; assists members and leaders should they experience problems with the program; seeks reimbursement from NEA for their share of the costs associated with the program; and prepares and presents strike loan program reports to management. Oversees the collection of delinquent loans, manages the cost of the program, and identifies, recommends, and implements business process enhancements to improve efficiency.
 - Prepares the annual budget for all aspects of the strike loan program.

- Develops and coordinates the delivery of presentations to striking local members to explain the PSEA strike loan program. This involves explaining the strike loan process to members, in person or by other means, to enable them to take advantage of the program by meeting specific qualifications in order to receive needed funds that will help them financially survive a strike.
 - Trains staff and local leaders on the strike loan member benefit program.
 - Researches and responds to inquiries from PSEA members, local and region treasurers, PSEA staff, governmental jurisdictions, and vendors regarding accounts payable, budget, general ledger, payroll, and strike loan matters.
 - Responsible for the entry and transmission of approximately 400 monthly ACH dues collection amounts electronically taken from the bank accounts of local associations that have enrolled in this program with PSEA.
 - Monitors the private automobile reimbursement requests submitted by PSEA employees.
 - Reviews and processes on a regular basis vouchers on behalf of members of the Board of Directors for stipends, rents, and retainers paid to outside law firms.
2. Coordinates and supports the Association's general accounting function by facilitating budget development, bank statement reconciliation, preparation of financial reports and schedules, and development and maintenance of needed policy, procedures, required documentation, and upgrades of the financial accounting system.
- Directs and monitors the general financial accounting of the Association, including general ledger, accounts payable, and payroll.
 - Serves as the budget liaison for the division travel expenses and provides analysis to the AED for Administrative Services.
 - Implements changes, modifications, and corrections in the Federal, state, and local tax codes that are necessary to meet the organizational requirements.
 - Prepares reports and schedules for internal management reporting, outside auditors, and PSEA Budget Committee and Board of Directors; and provides assistance related to these items.
 - Annually, prepares IRS Form 1099's for approximately 250 vendors and Board members as mandated by IRS regulations, to whom PSEA has paid more than the IRS established minimum for reporting in the current calendar year.
 - Prepares the Report of Organization which is filed with the U.S. Department of Commerce, U.S. Census Bureau as required.
 - Prepares the annual state escheat report.
 - Trains local treasurers on the development and use of appropriate internal controls, accounting and reporting procedures, IRS reporting requirements, and plans sessions for Treasurers' Workshops.
 - Serves as a team leader in the training of designated field staff and Headquarters staff to utilize the financial accounting systems.
 - Maintains the Financial Management Division's petty cash fund by managing the distribution and replenishment of funds and reconciling the cash on hand.

- Serves as liaison for Health and Welfare Fund accounting needs and reconciles the amount due to PSEA from the Health and Welfare Fund. Bills the Fund to secure reimbursement of expenses paid.
 - Performs other related financial management special projects/responsibilities as assigned.
3. Coordinates all aspects of PSEA legal expense accounting, billing, and reporting.
 - Responsible for the financial activities of the legal tracking system.
 - Responsible for documenting policies and procedures; adhering to service level standards, customer service, team productivity, and meeting deadlines; complying with PSEA Policy; providing Dushane Accounting system support; establishing and overseeing appropriate internal controls; complying with all policies and procedures of NEA governing their legal expense reimbursement program.
 - Oversees record keeping and record retention to ensure compliance with applicable NEA policies.
 4. Serves as a liaison and main contact for the JD Edwards software system.
 - Tests the JD Edwards system's upgrades to ensure that accounting needs of the organization are met.
 - Coordinates the setup of new vendors, employees, and members on the JD Edwards system, and obtains an IRS Form W-9 from each new vendor.
 - Works with the Information Technology staff, other PSEA staff, and outside consultants to address issues with the JD Edwards accounting software.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, practices and procedures.
- Knowledge of budgeting methods and processes, and governmental financial reporting.
- Knowledge of state-of-the-art office management methods and practices and equipment usage.
- Knowledge of specialized office procedures and practices which relate to the work process.
- Knowledge of systems development and electronic data processing methodologies and software for the collection and manipulation of data, and the performance of complex data analysis and report generation.
- Knowledge of JD Edwards or a similar accounting system.
- Knowledge of general reference information sources and accessing methodologies of manuals used in financial administration and record keeping systems.

- Skill in the application of all the required core knowledge.
- Skill in planning and coordinating financial accounting activities for an organization.
- Skill in performing standard desktop PC applications.
- Skill in performing basic quantitative and analytical applications.
- Skill in leading and overseeing collecting, verifying, assembling and posting various data that involve diagnosing data errors and reconciling financial discrepancies for accurate financial processing and reporting.
- Skill in analyzing and testing the operating effectiveness of systems and controls.
- Ability to effectively work with, engender cooperative support, and consult with members, management, and staff.
- Ability to plan, train, and provide guidance to paraprofessionals and associate staff members.
- Ability to perform highly detailed work with written and numeric data requiring considerable concentration and the facility to perform financial calculations rapidly and accurately.
- Ability to understand and interpret statistical and financial data.
- Ability to assemble, analyze, and prepare comprehensive mandated financial reports and statements for an organization.
- Ability to identify problems and recognize appropriate solutions as a result of the analysis of data.
- Ability to analyze and test the operating effectiveness of accounting controls.
- Ability to establish and maintain effective working relationships.
- Strong written and verbal communication skills, with the ability to clearly and concisely communicate ideas in a professional business environment.
- Ability to make independent determinations on the best possible resolution to systems and process problems.
- Ability to quickly learn organization bylaws, unique financial accounting practices, and handbook rules and standards.

- Ability to effectively organize work in a manner which insures smooth processing of multiple priorities and accomplishment of priority items on a strict schedule.
- Ability to handle interpersonal disputes and minimize the effects of conflict on future interactions and job effectiveness.
- Possession of attributes reflective of supportiveness of the values, goals, and mission of PSEA, which includes the tenets of unionism, quality education, and appropriate compensation, professional development, and working conditions for teachers, other professionals and technicians, and support personnel.

Education, Experience, and Special Requirements

A bachelor's degree in accounting, business administration or a related field. Three years of progressively responsible professional accounting experience which included interpreting and reconciling statistical and financial data and supervision, is required.

A master's degree in a related field is preferred.

A master's degree in a related field may be considered in substitution for two years of the required experience.