

PENNSYLVANIA STATE EDUCATION ASSOCIATION

Job Description

Job Title: Finance and Member Records Assistant (Accounting Clerk)

Division: Financial Management

Reports to: Assistant Executive Director of Administrative Services
Financial Management Analysts

FLSA Status: Non-Exempt

Starting Salary: \$61,224

Job Summary

This work is performed by Finance and Member Records Assistants who participate in the maintenance and implementation of the membership and accounting systems of the Association using established guidelines. This includes the input and verification of organizational financial and membership information into the Membership Information and Accounting Systems. Each of the Finance and Member Records Assistants serve in a similar capacity. They share in customer service front-line/first access and are in regular contact with members, staff, and local leaders in dealing with their membership issues and specific information requests.

The list below of responsibilities are selectively distributed among the Finance and Member Records Assistants due to high volume work and the need for internal controls. In general, the reviewing, recording, processing, diagnosing and reconciling errors and discrepancies, validating authorizations, and maintaining records will be in the areas of: membership, accounts payable, general ledger, deposits, Fair Share, strike loans, and PACE. This work involves data entry and frequent use of desktop PC and applications as well as operating standard office equipment. Employees receive regular oversight of work and perform in accordance with general standing instructions, established routines, and mandated timeline requirements. Handling difficult and unusual problems and issues can be a regular aspect of the position, often requiring the assistance of the Assistant Executive Director. Such matters may be returned to the Finance and Member Records Assistants for problem disposition once the appropriate course of resolution is determined.

Job Duties and Responsibilities

1. Maintains the membership demographics, ascertaining appropriate membership categories, and inputting the membership information into the Membership System. This includes, but is not limited to updating member name, address, phone number(s), email addresses, and maintaining membership additions, category changes, updates and deletions.
2. Researches and responds to membership and accounting inquiries primarily from staff, members, and local leaders. These inquiries may include but are not limited to information histories, changes and accuracy, document tracking, check processing, and issues with membership accounts and accounts payable issues.
3. Reviews all Association invoices and vouchers including verification of the payee information, general ledger account distributions, cost distributions, and approval signatures as outlined in the PSEA Chart of Accounts. Vouchers are analyzed to make sure they are in compliance with the Association rules and regulations.
4. Handling and distribution of financial management materials including, but not limited to, monthly bills, reports, rosters, and accounts payable checks.
5. Prepares bank deposits for all Association accounts. This involves processing membership dues and applying the cash receipts to the Membership System, PACE contributions, Health & Welfare receipts, and miscellaneous cash receipts.
6. Maintains accounts for the general ledger, retrieves information from the Accounting System to prepare reconciliation reports, and assists in the preparation of financial reports as requested.
7. Creates, researches and processes General Ledger Journal Entries for the Association's regions, budget reports, cash flow reports, and miscellaneous deposits.
8. Processes and maintains PACE records including PACE pledges in the membership system. Assists in the audit and review of PACE records to ensure accuracy pertaining to established legal and PSEA guidelines.
9. Assists with audit preparation as needed.
10. Answers phone calls on a daily basis including but not limited to: membership, local association issues, region issues, staff inquiries, and Local Leader Tools. Retrieves and responds to phone messages in the Financial Management Voice Mailbox. Also responds to emails in designated in-boxes. Occasional contact with Vendors and Governance.
11. Assists in the strike loan process in support of the Financial Analyst in their determination of eligibility and in the processing of the strike loan payments.

12. Utilizes scanning equipment to assist in processing deposits and maintaining historical membership records.
13. Opens, reviews and distributes Association mail including but not limited to membership, accounting, Health and Welfare, Account Payable, and PACE.
14. Assists in the preparation and distribution of the Fair Share Hudson Notices and membership mailings and other mailings as needed.
15. Serves as the budget liaison for assigned department(s), providing departments assistance with their budget development, mid-year review, year-end review and the periodic monitoring of the department expenditures.
16. Serves as back-up to the Association switchboard operator.
17. Assists with testing of computer systems and programs as needed.
18. Performs other membership and finance duties as assigned by the Assistant Executive Director or Financial Management Analysts. Assists the Administrative Specialist as needed to assure comprehensive operations of the financial management and membership systems of the Association.

Knowledge, Skills and Abilities

- Knowledge of accounting principles, and practices, and methodologies of effective record keeping.
- Knowledge of state-of-the-art office practices and equipment usage.
- Skill in performing standard desktop PC applications.
- Compilation skills that apply established routines and standing instructions in collecting, verifying, assembling, and posting varied data and involve diagnosing data errors and reconciling financial discrepancies.
- Ability to perform highly detailed work with written and numeric data requiring considerable concentration and the facility to perform standard mathematical calculations rapidly and accurately.
- Ability to prepare routine financial reports.
- Ability to communicate effectively in a business environment both orally and in writing.

- Ability to exhibit good customer service traits, use tact and discretion in potentially confrontational situations, and use judgement in dispensing business-related information.
- Ability to apply established methods and procedures to financial transactions and complex record keeping.
- Ability to work independently and adapt to quick shifts in priority or service needs while following and conforming to established procedural routines.
- Ability to quickly learn organization bylaws, financial accounting and record keeping practices, handbook rules and standards, and membership criteria and procedural requirements.

Education, Experience, and Special Requirements

An Associate Degree in Accounting, Business Administration or a related field is preferred. Three years of relevant accounting experience is required.

If you are interested in applying for this position, send a letter of interest and resume not later than January 20, 2020 to: jobs@psea.org or fax to 717-255-7005.

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