



## **Accountant, Financial Statement and Reporting - Maryland State Education Association (MSEA)**

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 76,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation, advocating for increased education funding, and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The Accountant-Financial Statement and Reporting compiles, analyzes, and reports the financial data of the association. The accountant prepares routine financial statements, required government reports, and performs month-end close including journal entries, and bank and general ledger account reconciliations for MSEA, MSEA Pension Plan and MSEA Political Action Committee. The position reviews and generates financial documents and reports that support annual audits, budgeting, contract negotiations, and other activities requiring economic data. In addition, this role provides assistance with training local affiliate treasurers and staff.

### **RESPONSIBILITIES:**

- Prepare monthly financial statements.
- Prepare month-end close inclusive of necessary journal entries.
- Prepare bank, investment and other general ledger account reconciliations and maintenance.
- Review general ledger activity and prepare journal entries as necessary.
- Perform the accounting for MSEA Political Action Committee and maintain required files.
- Monitor receipts transmittals, including member dues.
- Prepare schedules, work papers and other documents for the annual audits and tax filings.
- Prepare supporting schedules, work papers and other documents for the strategic planning and budgeting process.
- Generate financial reports as requested.
- Prepare government reports and filings as requested.
- Prepare and provide financial training and assistance to local affiliates as requested.
- Serve as liaison between MSEA and financial institutions maintaining appropriate authoritative agreements and resolving discrepancies and issues.



- Prepare economic data to assist in contract negotiations.
- Maintain documents in compliance with the association's document retention policy.
- Document procedures for assigned responsibilities, updating as necessary.
- Recommend improvements to increase efficiencies, accuracies and controls.
- Work extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's degree in business, accounting or related major.
- Certified public accountant desirable.
- Three to five years of full cycle accounting experience in an association or non-profit environment.
- One to two years payroll processing experience.
- Ability to exercise independent and expert judgement, initiative and resourcefulness.
- Ability to analyze tasks and complex problems and choose an appropriate course of action.
- Ability to perform duties with a high level of independence, efficiency and accuracy.
- Ability to interact effectively and frequently with individuals and groups both inside and outside the association in moderately unstructured situations.
- Use of judgment in interpreting and adapting guidelines such as MSEA policies, actions, precedents, and work directions for application to specific cases or problems.
- Ability to analyze or investigate and take appropriate action on a variety of substantive problems, questions or situations with a high degree of accuracy.
- Ability to work with confidential data of major importance and maintain confidentiality.
- Ability to prepare tax and regulatory reports.
- Ability to use sophisticated automated accounting systems and Microsoft Office Suite.
- Proficient verbal and written communication skills.
- Ability and willingness to periodically engage in travel and work extended hours.
- Has a valid US driver's license that complies with the state of Maryland.



### Compensation

Starting salary: \$101,992 accompanied by a generous benefits package  
Date of Employment: As soon as possible  
Submission deadline: Open until filled  
Email address: [careers@mseanea.org](mailto:careers@mseanea.org)

Interested applicants should submit a resume, cover letter and employment application to the MSEA Careers website. Applications can be found on the [marylandeducators.org](http://marylandeducators.org) website. All applications must be typed.

***MSEA is an EQUAL OPPORTUNITY EMPLOYER.***

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.