



Accounting Assistant

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 75,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and 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 accounting assistant supports the Center for Business, Policy, and Operations in performing a variety of administrative tasks related to finance, membership, and general operations of the Association under the direction of the chief financial officer.

RESPONSIBILITIES:

- Compiles, types, files, and distributes letters, reports, and other routine correspondence.
- Collects and maintains vendor forms in compliance with regulatory agencies and internal policies.
- Provides, tracks, and maintains supporting documentation as requested to assist in maintaining accurate records.
- Updates and maintains chart of accounts and other department reference documents.
- Distributes, receives, and tracks periodic statements and agreements to internal and external parties.
- Assembles documentation to assist accounts payable and accounts receivable processes.
- Researches accounts payable and accounts receivable transactions and performs collections as required.
- Downloads credit card transactions, verifies supporting documentation and required approvals.
- Performs clerical functions related to supporting accounts payable, accounts receivable, membership, audits and tax filings.
- Provides supporting documentation to assist in the preparation of monthly financial statements, annual audits, and tax filings.
- Reviews asset requisitions providing supporting documentation to assist in recording and maintaining accurate accounting records.



- Uploads data to facilitate contribution reconciliations.
- Assists membership assistants and other staff as assigned.
- Performs other duties as assigned.

QUALIFICATIONS:

- Minimum of high school diploma or equivalent.
- Minimum of two years' experience providing administrative support in financial office.
- Knowledge of general business operations.
- Knowledge of processing accounts payable and accounts receivable transactions.
- Knowledge and experienced user of MS Office (Excel, Word, Outlook, etc.).
- Proficient in verbal and written communication. Ability to meet assigned deadlines.
- Requires strong organizational skills and attention to detail.
- Ability to make sound decisions, take initiative and demonstrate resourcefulness.
- Ability to perform duties with efficiency and accuracy.
- Ability to work independently and in a team environment.
- Ability to maintain confidentiality of data and practices.
- Has a valid US driver's license that complies with the state of Maryland.

Compensation

Salary:	The salary for this position is from \$45,785 - \$62,538 and is linked to the FY 2023-2024 collective bargaining agreement pay scale.
Date of Employment:	As soon as possible
Submission deadline:	Open until filled
Email address:	careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be downloaded from the MSEA website at marylandeducators.org. 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.