

Job Posting
December 20, 2022

PERMANENT FULL-TIME OPPORTUNITY

POSITION: Financial Administrative Assistant
EMPLOYER: **Boston Teachers Union**
180 Mount Vernon Street
Boston, MA 02125

Our Organization

The Boston Teachers Union (BTU) proudly represents more than 10,000 teachers and other professionals including school nurses, psychologists, guidance counselors, paraprofessionals, and substitute teachers. Together, we advocate for the interests of students, parents and education professionals throughout the Boston Public Schools. We support investment in public education to ensure a stronger future for our students and our city. As a union of educators, we are part of a movement that seeks to improve the quality of life for all working people. We are united against all forms of prejudice and bigotry that would seek to devalue the lives or liberties of our students, families or colleagues.

Your Role

Under the direction of the executive officers, the office manager and financial administrator performs day-to-day accounting activities, including the month end close process, preparation of the monthly financial reporting package, and processing the weekly payroll. The successful candidate will also perform a variety of HR functions including assisting with the onboarding of new hires and the maintenance and updating of personnel records and policies.

Principal Duties:

- Create and maintain personnel records, including appropriate financial and legally required documentation
- Work with Paychex to process payroll
- Processes accounts payable and accounts receivable transactions
- Maintains W-9 documentation for independent contractors and processes annual 1099 forms.
- Performs monthly bank reconciliations and month end close process
- Produces monthly financial statements, including Balance Sheet, Income Statement, Cash Flow Statement
- Create and update policies and procedures as needed
- Track leave requests and maintain employee leave balances
- Assist with general office duties
- Other duties as needed and directed

Qualifications and Experience:

- Bachelor's degree in accounting, finance or a related field or relevant work experience is required
- Labor union or non-profit accounting experience preferred
- Demonstrated proficiency in Quick Books and Microsoft Excel
- Demonstrated knowledge of month end close procedures and financial reporting
- Excellent problem solving/judgmental skills, with high level of attention to detail and accuracy.
- Ability to maintain confidentiality and exercise discretion.
- Ability to handle and prioritize multiple tasks and meet all deadlines

Benefits:

- Competitive Salary
- Health and Dental Insurance
- Eye Care plan
- Retirement plan
- Prepaid Legal Plan
- Vacation/Sick Leave/Personal Time

Schedule:

- 40 hours/week (Mon-Fri)
- In office

Nothing in this job posting restricts Management's right to assign or reassign duties and responsibilities at any time. This includes assisting in administrative duties when needed. Further, it does not prescribe or restrict the tasks that may be assigned.

Competitive salary commensurate with experience

Application Deadline: Until filled

The Boston Teachers Union is an Equal Opportunity Employer. Interested applicants should submit a cover letter and resume to Natasha Moore via email at nmoore@btu.org or by mail to:

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