



Job Description: Accounting Specialist

We are looking for an experienced Accounting Staff, who is strong in Accounts Payable and customer service, to fill our Accounting Specialist position and play a vital role in managing financial transactions, ensuring accurate recordkeeping, and supporting our finance operations.

About Us:

SEIU 1021 is a diverse, worker-driven 21st Century Union organizing a progressive movement to build a just and fair society for all workers and communities. We are a strong and resilient organization of 60,000 public service workers in Northern California, who work to make our cities, schools, colleges, counties, and special districts safe and healthy places to work, live and raise our families. We value human dignity, equality, solidarity, and the principles of democracy.

The Role:

In this role, you will be responsible for maintaining the financial integrity of our organization by efficiently managing various aspects of accounting operations. You will collaborate closely with the Finance Manager and a team of Accounting Assistants to maintain accounts payable, accounts receivable, payroll, and general ledger functions while adhering to established guidelines. You will play a pivotal role in ensuring compliance with Generally Accepted Accounting Principles (GAAP) and contribute to maintaining accurate financial records. Your duties will encompass a range of tasks, from transaction processing to reconciliation, reporting, and assisting with audits. As an integral part of our team, you will have the opportunity to make a significant impact on our financial operations and collaborate with various stakeholders to enhance departmental efficiency and effectiveness.

Summary of Duties:

- Provide professional support for accounts receivable, accounts payable, and general accounting functions.
- Process daily financial transactions accurately.
- Perform general accounting tasks, including reconciliations and month-end closing.
- Handle biweekly payroll processing and maintain payroll records.
- Verify invoicing accuracy and facilitate timely vendor payments.
- Collaborate with vendors, review purchase orders, and address discrepancies.
- Reconcile accounts payable, receivable, expenses, and credit card statements.
- Validate new vendors, coordinate payments, and manage inquiries.

- Enforce company invoice and expense policies, including audits.
- Ensure timely invoice processing and accurate coding.
- Manage banking transactions and union member dues.
- Maintain ledgers and analyze account details.
- Review employee expense reports and benefit invoices.
- Assist with reconciling statements and maintain filing systems.
- Support team efforts, maintain confidentiality, and communicate effectively.
- Conduct necessary account reconciliations.

Pay and Benefits:

Our hourly rate range is \$31.9790/hr to \$42.8492/hr. In addition, we provide a generous benefits package, including 3 weeks paid vacation, 16 Paid Holidays, fully paid medical, 401k Match, and a retirement pension.

Minimum Qualifications:

- Bachelor’s degree in accounting or high school diploma with a minimum of three years of payroll/accounting experience
- Outstanding data entry skills
- Proven, solid Excel skills and proficiency with automated accounting systems (Microsoft Dynamics Great Plains)
- Account reconciliation experience highly desired
- Highly motivated and able to adapt to a fast-paced work environment
- Demonstrated effective organizational and project management skills
- Excellent English grammar and spelling skills
- Accurate typing skills over 45 words a minute
- Excellent interpersonal and communication skills, capable of interacting professionally, both verbally and in writing
- Must be cordial and have integrity and high regard to confidentiality
- Ability to work well in sensitive situations in person or on the telephone
- Strong analytical and judgment skills
- Solid organization skills, with an ability to stay focused and prioritize work assignments
- Excellent attention to detail
- Applicants must successfully complete a clerical skills assessment test
- **TO APPLY:** E-mail a cover letter, detailed resume and the name, and phone of references to jobs@seiu1021.org. Please indicate in your cover letter which position you are applying for.

AFFIRMATIVE ACTION EMPLOYER

SEIU Local 1021 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital

status, religion, or disability. Local 1021 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.