



## California Labor Federation, AFL-CIO – Job Announcement

### ACCOUNTING COORDINATOR

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We are seeking a responsible, experienced, and well-organized Accounting Coordinator to join our team at the California Labor Federation! The Accounting Coordinator is based in the headquarters office in Sacramento, CA and provides support to the Director of Finance and Administration in maintaining the Federation's financial health. A successful candidate will have a proven track record of having worked in a fast-paced office environment and demonstrated ability to maintain accuracy and attention to detail consistently while performing assignments.

The California Labor Federation represents over 1,200 affiliate unions in California that collectively represent 2.2 million union members in trucking, retail, hospitality, and other service sector jobs, janitorial, construction, health care, local and state government, education, arts and entertainment, warehousing and logistics, manufacturing, and a variety of other sectors. Candidates with a demonstrated commitment to economic and social justice work are encouraged to apply.

#### POSITION DESCRIPTION

The Accounting Coordinator is responsible for the preparation, posting and recordkeeping of the Federation's financial data, while ensuring the accurate and appropriate recording of revenue and expenses.

#### DUTIES AND RESPONSIBILITIES

- Process accounts receivable invoicing and posting of cash receipts through automation module and in accounting software for affiliate unions;
- Review and enter accounts payable transactions when proper approval is received;
- Initiate request of grant funds and ACH transactions;
- Distribute checks to vendors for payment;
- Process general ledger adjusting journal entries;
- Maintain bank account book and cash balances;
- Coordinate and carry out period-end accounting procedures, including the closing of accounts payable, accounts receivable, and general ledger modules;
- Reconcile bank and credit card statements monthly;
- Prepare and submit payroll bi-weekly;
- Assist in the production of monthly financial statements;
- Assist in the maintenance of certain personnel administration, such as political reporting, time tracking, pensions, and health benefits;
- Provide other general financial and administrative support to the Director of Finance and Administration;
- Perform other duties as assigned.



## **REQUIRED KNOWLEDGE AND EXPERIENCE**

- Prior experience in accounting, finance or a related field – including experience in double-entry accounting;
- Microsoft Excel experience required;
- Prior use of accounting software required, Sage 100 experience strongly preferred;
- Strong attention to detail with ability to take clear direction, balance multiple tasks and time-sensitive assignments;
- Ability to prioritize work with minimal supervision;
- Strong communication skills, including the ability to work well with other people in a constantly changing environment;
- Familiarity or experience with reporting requirements related to state and federal grants is desirable;
- Basic understanding or prior experience with unions/501(c)(5) organizations is preferred but not required.

## **SALARY AND BENEFITS**

This is a union job represented by the Office and Professional Employees International Union Local 29, AFL-CIO. This position is paid an hourly rate of \$41.20, or \$85,696 annually. It includes excellent health care, dental and vision benefits, and an employer-paid defined benefit pension plan.

## **WORK ENVIRONMENT**

The Accounting Coordinator is expected to report to the Director of Finance and Administration, and job duties are expected to be performed in-person at the headquarters office in Sacramento, CA.

## **TO APPLY**

Applicants should email their resume, cover letter, and 3 references to Chief of Staff Shubhangi Domokos at [Shubhangi@calaborfed.org](mailto:Shubhangi@calaborfed.org).

## **Equal Opportunity Employer**

*California Labor Federation AFL-CIO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, California Labor Federation AFL-CIO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. California Labor Federation AFL-CIO expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*