



## Rhode Island Council 94

American Federation of State, County & Municipal Employees, AFL-CIO

1179 Charles Street, North Providence, RI 02904

Phone: (401) 724-5900 • Fax:(401) 724-2060 [www.riCouncil94.org](http://www.riCouncil94.org)

### Bookkeeper

**Affiliate:** RI Council 94, AFSCME, AFL-CIO

**Location:** North Providence, Rhode Island

**Hours:** 40 hours/week –8:30 am – 5:00 p.m.

**Salary Range:** \$50,000 - \$51,487

The American Federation of State, County and Municipal Employees (AFSCME) is the country's largest public employee's union. AFSCME is the largest affiliate of the national AFL-CIO, with more than 1.3 million members and an overall representation of more than 1.8 million public employees in 46 states, the District of Columbia, and Puerto Rico. AFSCME is the fastest growing union in the United States and is committed to achieving employee dignity and improving the working conditions for working men and women throughout this country.

RI Council 94 represents about 7,500 state, municipal and private employees in the State of Rhode Island to provide professional staff representation, coordinated contract campaigns, political action and organizing.

#### Job Duties:

- Keep accurate financial records for the organization.
- Pay all bills to approved vendors.
- Deposit all monies in the name of and to the credit of the organization into the banks and depositories designated by the organization.
- Disburse funds, issue checks and drafts as ordered by the President, Executive Director and/or Treasurer.
- Provide an account of all financial transactions.
- Calculate and submit payroll, which includes employer insurance and retirement contributions.
- Assist the auditors with preparation of required reports.
- Work at the direction of the Administrative Office Supervisor/Administrative Secretary, Executive Director, President, or Treasurer.
- Must maintain current knowledge of all law and financial practices.
- Ensure that all bookkeeping, payroll, and correspondence is standardized and conforms with policy and regulations.

- Reconcile individuals' membership with the Union, including updating their contact/financial information in the database.
- To act as liaison between the locals or AFSCME International representatives regarding administrative/financial matters.
- Assists with answering the phones and in-person inquiries at the office.
- Performs clerical and other related work as required.

**SUPERVISION RECEIVED:** To work under the direction of the Administrative Office Supervisor/Administrative Secretary and Executive Director.

**Skills:**

- Strong interpersonal and effective communication skills.
- Time management skills and ability to prioritize tasks.
- Aptitude to communicate with and work with diverse populations/cultures.
- Ability to identify problems and develop solutions.
- Experience with accounting software products such as Quick books, Microsoft Office, and Excel.
- Must be trustworthy.

**Education/Experience:**

- Associate or Bachelor's degree in accounting or equivalent experience.
- Extensive experience with computers, business principles and practices. bookkeeping, payroll, customer service, labor organizations.
- Any combination of education and experience which shall be equivalent to the above.

**Benefits:**

- Family Health Insurance.
- Dental Insurance
- Pension
- Life Insurance
- Paid Time Off (vacation, holidays, personal, and sick days)

**To apply:** Please submit a resume and cover letter to Executive Director Alexis Santoro – [asantoro@ricouncil94.org](mailto:asantoro@ricouncil94.org)