NEW YORK STATE ASSOCIATION (“ASSOCIATION”) JOB POSTING AND DESCRIPTION

STAFF ACCOUNTANT
FINANCE AND ACCOUNTING DEPARTMENT
Albany Office (MCS)

Date Posted: Wednesday October 26, 2022

The Staff Accountant is responsible with Assisting the Accounting Manager with the financial reporting needs of the association. Also responsible for, but not limited to, all financial reporting and disbursement functions related to the NYC Welfare Plan, staff pension plans and other accounts.

DESCRIPTION OF DUTIES:

- Maintain the NYC Welfare Plan and prepare all financial reporting and related disbursements.
- Assist in the preparation of NYSNA’s annual LM-2 filing to the Department of Labor
- Prepare and file NYSNA’s quarterly sales tax return
- Assist with closing monthly and year-end financial statements for NYSNA as well as the NYC Welfare Plan on a timely basis.
- Prepare and process month end journals as well as reconcile deferred income, and prepaid items related to NYSNA
- Prepare monthly bank reconciliations
- Prepare month end payroll and travel advance journals.
- Entering employee information and payroll data into the ADP payroll system
- Collecting timesheets and verifying approvals
- Processing bi-weekly payroll for NYSNA, H&H Child Care and Elder Care Fund, Tuition and Continuing Education Fund
- Maintain and organize payroll reports and employee records
- Issuing reports and payments to retirement administrator for 401(k) as well as other payroll deduction plans
- Provide support for the preparation of the annual independent audits including preparation of all schedules and required reports.

QUALIFICATIONS:

- Associate degree in accounting or finance, Bachelor’s degree preferred
- Knowledge of accounting processes
- Good communication skills, written and verbal
- Good time management and organization skills

Note: Every effort has been made to make this position description as complete and comprehensive as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment within the position.

To Apply: please submit a cover letter of interest and résumé to: Sonja.Harris@nysna.org, with the subject line “Staff Accountant.”