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** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: September 19, 2024
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: MBP – Financial Executive
Location: Membership Benefits (Albany, NY)
Category: 8 (MC)
Salary: \$85,449.00 – Hiring Rate (minimum)
\$108,015.00 – Step 5 (maximum)

PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

- Position Title:** Financial Executive
- Department:** Membership Benefits Program
- Position Summary:** Under the direction of the Membership Benefits Program Administrator, the Financial Executive oversees the financial operations of the PEF Membership Benefits Program. The incumbent of this position is responsible for supervising the Senior Accountant and Bookkeepers charged with the recording of all financial transactions which directly affect the original books of entry for the program; performing professional accounting services; analyzing work related to budget preparation and reporting of financial transactions; assisting auditors and outside examiners in their audit functions; and formulating and effectuating financial policies of the Membership Benefits Program.
- Qualifications:** The incumbent of the position must have a Bachelor's Degree or higher in Accounting and have experience in an auditing, accounting or a finance position. CPA license preferred, but not required. The incumbent must have a thorough knowledge of manual and automated accounting systems and the ability to work with personal computers and related software.
- The incumbent must be able to demonstrate that he or she possesses sound administrative and supervisory skills; is well organized and has strong analytical, numerical and reasoning abilities; and must be able to communicate effectively, both orally and in writing. The incumbent must be able to exercise independent judgment within established systems relative to their level of responsibility with minimal supervision and have the ability and willingness to learn, establish and maintain effective working relationships.
- Key Functions:**
1. * Supervise staff performing bookkeeping functions (e.g. review, approve or deny leave requests; review time sheets; assign work; monitor new hires performance and complete probationary reports; monitor employee performance and counsel or implement disciplinary actions when needed).
 2. * Review, formulate and effectuate Membership Benefits Program financial policies necessary to the program's financial operations.
 3. * In conjunction with the Administrator, review and establish the appropriate internal controls necessary for the financial operations of the program.

4. * Prepare periodic comparative financial reports for the Administrator and the Trustees.
5. * Review and analyze general ledger account balances. Verify accuracy and make recommendations for corrections.
6. * Trace and reconcile discrepancies, omissions, double entries and other errors. Determine adjustments, accruals and allowances necessary. Prepare work papers, schedules, summaries, analyses and other statistical or financial reports as needed.
7. * Assist the Administrator with budget preparation, Federal and State taxes and Labor Department reporting.
8. * Accumulate and analyze information necessary to prepare financial statements, reports, tax returns and various reports for federal, state and other outside agencies, as well as for internal accounting and financial needs.
9. Recommend and/or implement changes in accounting and reporting systems and procedures.
10. Perform special assignments and other related duties as assigned.
11. * Consistent and reliable attendance.

* Identifies essential function/fundamental job duty.

REVISED: 8.2020

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