



# memo:

\*\* PLEASE POST \*\*

TO: All PEF Offices  
FROM: Human Resources  
DATE: November 15, 2024  
RE: USW 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: Bookkeeper  
Location: MBP – Albany, NY  
Category: 5 (USW)  
Salary: \$48,471.00 – Hiring Rate (minimum)  
\$59,995.00 – 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 in writing 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](mailto:HR@PEF.org)

Qualifications and job description are attached.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

**NYS PUBLIC EMPLOYEES FEDERATION**  
**POSITION DESCRIPTION**

**Position Title:** Bookkeeper

**Department:** Membership Benefits Program

**Position Summary:** Position involves maintaining bookkeeping records for Membership Benefits Program Group Benefits Fund. Responsible for all accounts receivable.

**Qualifications:** Knowledge of clerical bookkeeping principles and practices; knowledge of general office practices and procedures; ability to operate personal computer and knowledge of related accounting software; ability to perform detailed work with numerical data and mathematical computations rapidly and accurately; ability to prepare routine and proceduralized financial reports and records.

**Key Functions:**

- \* 1. Use of computerized accounting equipment and software to perform the functions of the position.
- \* 2. Responsible for processing of all checks logged into the department; Prepare bank deposits; arrange for courier pickup to deliver deposits to banking facility; verify accuracy of bank deposit tickets upon return, thereby maintaining accurate record of all receipts.
- \* 3. Post checks to individual members' direct bill accounts.
- \* 4. Prepare detailed distribution of accounts receivable funds for general ledger accounts.
- \* 5. Post accounts receivables to general ledger via computerized accounting system.
- \* 6. Prepare backup and do general ledger prep for phoned in wire transfers between banks for investment account, savings account and checking accounts.
- \* 7. Prepare invoices and maintain direct bill system for PEF members off payroll, retirees and associate members covered by PEF MBP programs.
- \* 8. Answer questions of members pertaining to invoices.
- 9. Responsible for processing and verification necessary to insure accurate and timely payment of all legitimate invoices, including monthly Aetna payments through the investment account, and writing required checks.

10. Prepare check requisition with appropriate distribution of funds to general ledger expense accounts.
- \* 11. Post accounts payable to general ledger via computerized accounting system.
- \* 12. Issue checks as directed by the Program Administrator.
- \* 13. Maintain complete backup file of paid invoices.
- \* 14. Reconcile Credit Union accounts (savings and two checking accounts) and Amalgamated checking account.
15. Compute invoice for PEF staff life insurance coverage on a monthly basis including annual rerates.
16. Compute invoices to various vendors upon request and post payments to receivables upon receipt.
- \* 17. Maintain Private Sector accounts and turn over insurance monies collected monthly.
- \* 18. Maintain Consignment ticket accounts and reconcile seasonally.
- \* 19. Prepare routine and special financial reports as requested by the program Administrator for Trustee meetings.
- \* 20. Assist Program Administrator with annual budget preparation as requested.
- \* 21. Assist auditors during annual Program audit.
22. Perform other duties as may be assigned.
23. Consistent and reliable attendance.

*\* Identifies essential function/fundamental job duty.*

Revised 10/97