



# memo:

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: November 15, 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: Senior Accountant  
Location: MBP Offices - Albany, NY  
Category: 7 (MC)  
Salary: \$76,536.00 – Hiring Rate (minimum)  
\$92,270.00 – 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](mailto: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:** Senior Accountant

**Department:** Finance Department or Membership Benefits Program (MBP)

**Position Summary:** The Senior Accountant reports directly to either the Director of Finance (PEF) or the Finance Executive and MBP Administrator (MBP) and performs professional accounting and analysis work related to general ledger, financial reporting, budget, and compliance reporting, assists auditors and outside examiners in their audit functions as directed, and handles other special projects and duties as assigned. Nature of work is highly sensitive/confidential.

**Qualifications:** Bachelor's degree in accounting, finance, or related major; strong administrative, organizational, and analytical, numeric, and reasoning skills and capabilities; ability to communicate effectively; knowledge of automated accounting systems and related software (preferred experience with Great Plains Accounting Software); strong knowledge of GAAP; ability to analyze financial data and prepare financial reports and statements; ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects effectively.

**Key Functions:**

1. \*Review and analyze general ledger account balances. Verify accuracy and make recommendations for corrections.
2. \*Monthly Bank Reconciliations
  - a. Review of account classifications, bills, and invoices for accuracy.
  - b. Post all receipts and disbursements to ledgers.
  - c. Preparation of journal entries to be posted to General Ledger.
  - d. Review and analyze general ledger account balances. Verify accuracy and make recommendations for corrections.
  - e. Reconcile account balances to general ledger and month end close of all accounts.
3. \*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.
4. \*Assist Secretary-Treasurer, Director of Finance, Finance Executive and MBP Administrator, with budget preparation, quarterly Executive Board/MBP Trustees' reports, state and staff union contract analyses and projections, as well as federal and state tax and Labor Department reporting.

5. \*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.
6. \*Recommend and/or implement changes in accounting and reporting systems and procedures.
7. \*Provide reports to and, if requested, attend all PEF Executive Board meetings and/or MBP trustee meetings.
8. \*If requested, attend all PEF Annual Conventions, assist with preparations and organizing.
9. \*Serve on appropriate committees.
10. \*Recommend and/or implement changes in accounting and reporting systems and procedures. Evaluate, recommend, and implement changes in accounting systems, reporting systems, and internal processes and controls.
11. \*Perform special assignments and other related duties as assigned.
12. \*Consistent and reliable attendance.
13. \*Approve timesheets, expense reports and check requests, as required.
14. \*May require occasional travel and/or when necessary.

\* Denotes essential function that a candidate must be able to perform either with or without a reasonable accommodation.

*REVISED: 4.4.2023*