

Center: Business, Policy & Operations

Position Title: Accountant – Payroll, Tax and Compliance

Bargaining Unit: None

Authority and Relationship: Reports to Chief Financial Officer

Required qualifications:

- Baccalaureate Degree in Business, Accounting or related major;
- Three to five years tax experience in an association or non-profit environment, specifically with Form 990 and Form 5500;
- Three to five years accounting experience;
- Two to three years payroll processing experience;
- Ability to exercise independent and expert judgement, initiative and resourcefulness;
- Ability to analyze tasks and complex problems and choose an appropriate course of action;
- Ability to perform duties with a high level of independence, efficiency and accuracy;
- Ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations;
- Use of judgment in interpreting and adapting guidelines such as MSEA policies, actions, precedents and work directions for application to specific cases or problems;
- Ability to analyze or investigate and take appropriate action on a variety of substantive problems, questions or situations with a high degree of accuracy;
- Ability to work with confidential data of major importance and maintain confidentiality;
- Ability to prepare tax and regulatory reports;
- Ability to use sophisticated automated accounting systems and Microsoft Office Suite;
- Proficient verbal and written communication skills; and
- Ability to maintain a valid US driver's license that complies with the State of Maryland.

Desirable qualifications:

- Certified public accountant;
- ADP payroll software experience;
- Advanced excel skills;
- PeopleSoft accounting software experience; and
- Concur invoice and employee expense software experience.

Responsibilities:

- Prepare and process association payroll and related journal entries;
- Process upload submission of payroll and benefit related deferrals and withholdings;
- Prepare calculations related to payroll and contract compliance, including group term life and health savings accounts;

- Research and resolve payroll and regulatory issues with appropriate vendors and/or agencies;
- Review and post cash receipts and accounts payable journal entries;
- Perform accounts payable vendor maintenance and IRS verification;
- Process and/or review and approve financial transactions as assigned;
- Prepare political action committee reports, data submissions and filings;
- Prepare benefit related census data compliance schedules and reports;
- Prepare, review and/or submit appropriate regulatory reports and/or filings;
- Prepare schedules and documents related to annual audits and/or tax filings;
- Prepare and provide financial training and assistance to local affiliates;
- Generate financial reports as requested;
- Review general ledger activity and prepare journal entries as necessary;
- Prepare general ledger account reconciliations;
- Document procedures for assigned responsibilities, updating as necessary;
- Recommend improvements to increase efficiencies, accuracies and controls;
- Prepare supporting schedules for the strategic planning and budgeting process;
- Prepare economic data and assist in contract negotiations;
- Maintain documents in compliance with the association's document retention policy;
- Work extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities; and
- Other duties as assigned.

Compensation:

The starting salary for this position is \$100,485.

Interested applicants should submit a completed application package (application, resume, and cover letter) to careers@mseane.org or mail a completed package to: MSEA, c/o Careers/Accountant, 140 Main Street, Annapolis, MD 21401. Applications can be found on the marylandeducators.org website. All applications must be typed.