

## **Notice of Position Available**

### **Accounting Assistant III**

Responsible for the accurate and timely maintenance of various accounts including those pertaining to membership, payroll, pension, affiliates, banking, financial and compliance reporting, and records. Performs a wide variety of general accounting duties ensuring accuracy, completeness, and compliance with UTLA policies and procedures.

1. Monitors and maintains bank accounts to ensure accurate balances including performing bank reconciliations and monitoring of checks that have been returned by the bank as non-sufficient funds; preparation of collection letters on bounced checks and follows up as necessary; preparation of bank deposits.
2. Run comparative financial reports and analyze differences.
3. Run financial transaction reports to identify errors; researches and makes correcting journal entries.
4. Monitors the money purchase plan, coordinates the funding, and assists with filing year-end reports.
5. Prepares invoices and bills affiliates and others as needed.
6. Monitor postage deposits and transfer funds as needed to ensure adequate reserves.
7. Responds promptly to questions/problems, researches, and communicates results back to callers in a timely fashion.
8. Cross-trains in other Accounting functions to provide coverage for absences.
9. Assists in responding to requests for information from UTLA's auditors.
10. Sets up and maintains various accounts to manage information.
11. Prepares routine and special reports as required.
12. Performs related duties such as calling vendors for delivery of supplies or repairs, ordering refreshments for meetings, answering the telephone, setting up and maintaining files, drafting routine correspondence, faxing, copying, collating, and distributing documents.
13. Perform monthly inventory counts and assist with handling UTLA's store sales and purchases.
14. Maintain Accounting files and records in an organized manner and properly retain past years for easy retrieval.
15. Performs other duties as required or requested by management.

#### ***Supervisory Responsibility***

The incumbent in this position does not have any supervisory responsibility.

#### ***Environment***

The working environment is an open office that is clean and comfortable. It may include some minor annoyances such as noise, odors, and drafts.

#### ***Physical Activity***

While performing this work, the incumbent will typically spend the majority of the time sitting, speaking and listening. May lift up to 10 lbs (e.g. office supplies, files, etc.) and access file drawers. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties of the job.

***Equipment and Software***

Incumbent will operate telephone, fax, personal computer, photocopier, adding machine/calculator and paper folder. Proven proficiency with Word, Outlook, Internet Explorer, Excel, and Accounting software applications.

***Position Requirements***

Knowledge of Accounting principles and practices to set up, maintain and reconcile bank and general ledger accounts. Strong personal computer skills including data entry, formatting of routine Accounting reports, preparation of spreadsheets and word processing. Experience with an Accounting system such as QuickBooks Enterprise is preferred. Strong general office and office coordination skills. Ability to calculate accurately and efficiently, including ten-key by touch. Effective oral and written communications skills. Ability to maintain information in confidence.

***Qualifications***

Satisfactory completion of undergraduate courses in Accounting, Business, Bookkeeping, or related topic and five (5) years of prior experience in Accounting or related field.

***Hours:*** 9:00 a.m. – 5:00 p.m.

***Beginning Date:*** March 1, 2024

***Salary Range:*** Salary Schedule VIII (\$6,333 – \$7,675/monthly)

***Benefits:*** Full medical, dental, vision, retirement, and life insurance upon completion of probation period.

Resume may be emailed to [ddarty@utla.net](mailto:ddarty@utla.net) or mailed to the attention of Diana Darty, United Teachers Los Angeles, 3303 Wilshire Blvd., 10<sup>th</sup> Floor, Los Angeles, CA 90010. Internal applicants must respond by 5:00 p.m., Friday, February 16, 2024. External applicants must respond by 5:00 Friday, February 23, 2024.

**UTLA IS AN EQUAL OPPORTUNITY EMPLOYER**