

Open Date: December 3, 2018

Closing Date: January 3, 2010

Objective: NFFE seeks to hire a full-time Financial Analyst to support the National Secretary-Treasurer. Primary duties will include the development, analysis and interpretation of accounting and budget information to inform key decisions, monitoring and reporting of all financial assets to include investments and operating cash on hand, as well as other matters bearing on the fiscal soundness and effectiveness of the organization. Additionally, the incumbent will have the opportunity to learn about and assist other areas of the organization including communications, legal, legislative, membership, and organizing/recruiting.

Duties Include:

- Processing payroll
- Managing invoices and
- Internal and external payments via ACH and other methods
- Manage vouchers
- Assisting with reports to the Internal Revenue Service and Department of Labor
- Generating statements, reconciling accounts, and fielding questions from Local and Council officers
- Tracking investments
- Assisting in internal audits
- Assisting with Budgeting
- Drafting correspondence
- Other duties as assigned

Location:

NFFE National Office - Downtown Washington, D.C.

Pay:

\$50,000 - \$60,000, based on level of experience.

Benefits:

Health and dental benefits, a defined-benefit pension plan, voluntary 401k plan, paid annual and sick leave, metro benefit, and more.

Education/Skills:

The successful applicant must hold a Bachelor's degree and be proficient in Microsoft applications including Excel. The successful applicant must be self-motivated and have outstanding attention to detail and can work independently.

How to apply

To apply, please email a cover letter, resume and references to Jai Atkins at jatkins@nffe.org.