

**THE STATE EMPLOYEES' ASSOCIATION OF NH, SEIU LOCAL 1984
IS SEEKING TO FILL THE FULL TIME POSITION OF
ACCOUNT TECHNICIAN / SECRETARY II**

Location:

Concord, NH

Closing Date:

May 24, 2019

Starting Salary:

\$31,821.02

Definition

Performs technical accounting duties involving the application of basic techniques of accounting relative to a variety of functions such as payroll, control of expenditures, maintenance of accounting records as specified. Performs highly responsible clerical, record keeping and office duties with complex and usually varied work methods; does related work as required. Assists the Business Administrator with inventory control and purchasing, and the Organizing Department with administrative support, as may be assigned from time to time and consistent with the individual's competency.

Supervision Received

Works under the direct supervision of the Business Administrator and under the partial supervision of the Accountant for accounting functions only.

Example of Duties

Maintains organization accounting system including journals, ledgers, and subsidiary ledgers.

Maintains records of cost disbursements and reconciles financial statements. Maintains records and files of correspondence, reports, and various financial data. Prepares correspondence, statistical, financial and other reports as may be needed. Enters data on a computer using financial software. Collects money from various social activity and member benefit programs.

Mimeographs or copies material, collates and prepares for distribution, orientation packets or other outreach/campaign information packets. Assists with mailings, enters data for special projects, photocopies documents, and answers telephone and routes calls to appropriate staff.

Contributes and cooperates in the general operation of the office in the absence of others or based on organizational priorities and available capacity, as may be required. This may include but not be limited to: opens and distributes mail, assists in the coordination of meeting schedules and arranges staff appointments.

General Minimum Qualifications

1. Completion of a two-year business school with major study in business administration or accounting or completion of two years of college work with a minimum of six semester hours in accounting.

2. Two years' experience in a position involving bookkeeping and/or accounting with business, industry, or government, or any equivalent combination of education and experience.

Working knowledge of accounting principles and methods. Ability to apply and adapt established methods to varied bookkeeping transactions. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to prepare complete and accurate accounting reports and statements of moderate difficulty. Working knowledge of business English, office procedures and practices, and word processing, spreadsheet, and email software applications.

Salary and Benefits

Competitive salary and excellent benefits including comprehensive health insurance.

Location

Our office is located in Concord, NH. Statewide work required.

How To Apply

Email a cover letter and resume to SEA, SEIU Local 1984, Business Administrator Kristen Cocuzzo at kcocuzzo@seiu1984.org.