



Staff Accountant

Based in Hartford, Connecticut

About Us:

Connecticut Education Association (CEA) is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The CEA is seeking applicants for the position of Staff Accountant.

We are looking for a candidate with enthusiasm for public education and the ability to help the financial side of the Connecticut Education Association's mission. The successful candidate uses a full range of accounting skills to support the work of Administrative and Fiscal Services Department and our members. In this capacity, the incumbent performs a full range of accounting skills, provides clerical support and minor administrative work requiring a thorough knowledge of the Association rules, regulations, policies, and procedures as directed by the Chief Financial Officer (CFO).

General Duties and Responsibilities

Accounting – General Ledger, Accounts Payable and Accounts Receivables

- Enter and process accounts payable vouchers and generate checks for mailing.
- Prepare monthly and yearly account reconciliation including but not limited to cash, fixed assets, dues, grants, accounts payable, and accounts receivable.
- Prepare journal entries and adjustments for all A/P, A/R, payroll, and dues to accurately reflect their activity in the general ledger.
- Review for accuracy and consistency in recording transactions in accounting system and CEA's monthly Balance Sheet and Income Statement.
- Assist CFO in ensuring that CEA's accounting complies with the U.S. Generally Accepted Accounting Principles and the NCSEA Financial Standards.
- Administer the month-end closing and appropriate journal entries to record all receipts (e.g., interest income) and disbursement activity (bank charges and any other bank activity not already reflected in the G/L of CEA).
- Fund accounting for the Children's Foundation and Defined Benefit Plan.
- Assist CFO in Financial Audit oversight – provide direct support to the auditors for any requests including, preparing various audit schedules for the auditors, and answering questions during the auditing process.

Perform research and analysis to resolve any account discrepancies.
Evaluate existing accounting control functionality, update, and recommend changes to management as needed.
Design and develop accounting procedures and standard operating procedures to create efficiency in managing workload and processes.

Grants

Monitor NEA Program grants including working in partnership with the grant manager and the grant owner in keeping track of grant funding and expenditures.
Maintain records of CEA grants made to locals and prepare any needed reporting to CEA Treasurer.

Budget

Assist CFO in creating the operational budget.

Tax Reporting

Assist in preparing IRS Form 1099 reporting and filing.

Banking

Prepare monthly bank reconciliation for all cash accounts including an up-to-date listing of outstanding checks.

Other

Performs other duties as assigned.

Preferred Skills and Qualifications

Bachelor's degree (or equivalent) in accounting, business accounting, or finance.
Three years of accounting experience in a non-profit environment preferred.

Skills and Qualifications

Excellent verbal communication skills to make a professional and favorable impression on visitors and callers. Strong interpersonal skills to make people feel welcome and well served by the organization.

Thorough knowledge of automated systems, particularly Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.

Thorough knowledge of modern office routines, procedures, methods, equipment, machines and bookkeeping procedures, methods, devices, and their proper application.

Thorough knowledge of business automated accounting software.

Skills in performing arithmetical computations and knowledge of CEA's voucher process and travel guidelines for purposes of preparing vouchers and posting financial transactions.

Effective communication and grammatical skills using the English language.

Possess strong organizational skills.

Ability to understand, review and check various types of financial data and review accuracy.

Ability to check and verify vouchers.

Ability to balance general and subsidiary ledgers.

Ability to prepare clear, sound, correct, and informative financial statements and/or reports.

Person to Whom This Position Reports:

Manager: Chief Financial Officer

Pay and Benefits

The salary range is \$79,973-110,834 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days, and sick time.

Equal Opportunity

Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

Individuals with disabilities requiring disability-related accommodation in the application and interview process, please call Jennifer Green in Human Resources at 860-725-6303.

Applications

Interested candidates should submit a letter of interest, resumé and complete contact information via email to Jennifer Green at, Jenniferg@cea.org no later than May 23, 2024.