

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/ Vacancy #16

DATE: February 8, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National President

SUBJECT: Vacancy Announcement – Secretary to the Director of Finance, Grade 9,
Finance Department.

A vacancy now exists for the position of Secretary to the Director of Finance, in the Finance Department.

Selection to fill the vacancy will be made according to the National Executive Council’s policy on hiring.

Official Station: National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to jobs@afge.org, Attention: Vacancy Announcement #16 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on Friday, February 16, 2024.

cc: National Executive Council
Director, Finance

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
AFGE WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Finance Department
Location:	National Office
FSLA Classification:	Non-Exempt
Position Title:	Secretary to the Director of Finance
Date of Revision/Creations:	February 8, 2024

CLASSIFICATION: Secretary to the Director of Finance

I. INTRODUCTION:

The Finance Department has the responsibility of handling all financial matters and financial records, including the preparation of financial reports and statements of the American Federation of Government Employees (AFGE). Material handled by this employee is of a confidential nature and the incumbent is expected to keep private counsel concerning the materials observed in performing duties.

The incumbent serves as a confidential secretary to the Director of Finance and composes correspondence and reports requiring knowledge of the policies, practices, view and obligations of the Department of Finance and the American Federation of Government Employees.

II. DUTIES AND RESPONSIBILITIES

1. Drafts communications per instructions and guidelines of the Director.
2. Maintains pertinent files of the Federation, i.e., annual tax returns (990, LM-2, and 5500), leases, contracts and agreements.
3. Answers telephone calls; handling calls in a businesslike manner in accordance with policies and procedures of the AFGE and the Director of Finance, or takes messages when necessary. Many calls are received daily from the public and AFGE locals. Therefore, the ability to meet and deal with the public, Federation officials and co-workers both by telephone and in person is essential in this position.
4. Prepares accounting and statistical reports prepared for NEC Budget Committee and other financial reports as needed.
5. Prepares all manual checks issued by the Federation when computer systems are not in operations, keeps related files and necessary back-up for journal entries.
6. Places stop payments on lost or misrouted checks.
7. Keep records of any appointments and deadlines to be met by the Director, making sure she has any necessary information in advance of such appointments and deadlines.

8. Responsible for leave and attendance within the Department, including development of vacation schedules.
9. Supervises the petty cash fund.

III. CONTROLS OVER THE POSITION

The incumbent works under the direct supervision of the Director of Finance. Basic policy controls come from the National Executive Council. Information concerning the latter is in the minutes, advice of which will be given through the supervisor. Directives from National Officers will be through received either memoranda or oral instructions. Many situations are not covered by guidelines, and therefore require seasoned interpretations and adaptation. Work is evaluated largely in terms of maintenance of confidentiality, smoothness, and efficiency in the administrative workflow.

IV. QUALIFICATIONS

The incumbent in this position must possess:

1. Ability to type accurately at a minimum net speed of 70 words per minute (gross speed minus reduction for errors).
2. Knowledge of correct English usage, grammar, and possess good spelling skills.
3. Ability to meet and deal with the public, Federation officials, Government officials, and co-workers by telephone and in person in a helpful and courteous manner.
4. At least one (1) year of office experience, preferably experience in a position of similar type requiring the standards of performance listed in 1 and 2 above.
5. Maintaining records of offsite file storage and coordination of transmittal of files.
6. Maintain purchase order log.
7. Order departmental supplies and monitor stockroom.
8. Maintain stocks of commonly requested Finance forms.
9. Schedule use of 7th Floor conference room.
10. Issue standard and ad hoc letters and reports for Annual Audit, LM-2 and Auditors.
11. Be a high school graduate, or equivalent, and preferably have some secretarial school training.
12. Knowledge of Internet applications and familiarity with Internet search engines.
13. Proficient in the operation of PC's and the use of word processing including, but not limited to, Microsoft Office, World Docs and Unix Host system of membership identification.

14. Must be a team player and customer service oriented with ability to constructively communicate with various levels of internal and external customers, including employees, managers, executives, Locals and vendors.
15. Must have an interest in and loyalty to the Labor Union movement.

V. EEO STATEMENT

AFGE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.