



National Federation of Federal Employees, IAMAW, AFL-CIO

- **Director of Budget and Finance, NFFE Headquarters, Washington, D.C.**

Open Date: 2/27/2023

Closing Date: 3/29/2023

Founded in 1917, the National Federation of Federal Employees (NFFE) is America's first federal employee Union. NFFE fights for economic justice for the workers who care for our cherished veterans, keep our military equipped and ready, maintain our national forests and parks, ensure the integrity of the U.S. passport, and provide countless other services that are vital to the American people. NFFE represents 110,000 federal employees nation-wide and is affiliated with the IAMAW and AFL-CIO.

Objective: NFFE seeks to hire a full-time Director of Budget and Finance to primarily 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. The ability to apply general rules to specific problems to produce answers that make sense.

Abilities: The ability to choose the right mathematical methods or formulas to solve a problem. The ability to add, subtract, multiply, or divide quickly and correctly. The ability to communicate information and ideas in speaking so others will understand. The ability to read and understand information and ideas presented in writing.

Knowledge: Knowledge of economic and accounting principles and practices, financial markets, banking, and the analysis and reporting of financial data. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Duties Include:

- Prepare financial documents, reports, or budgets
- Related occupations
- Advise others on financial matters
- Related occupations
- Report information to managers or other personnel
- Related occupations
- Advise others on business or operational matters
- Gather financial records
- Examine financial records
- Verify accuracy of financial information
- Processing payroll using Automated Data Processing (ADP)
- Managing invoices
- Internal and external payments via ACH and other methods
- Assisting with reports to the Internal Revenue Service and Department of Labor
- Generating statements, reconciling accounts, and fielding questions from Local and Council officers
- Assisting in internal audits
- Other duties as assigned

Pay:

\$ 90,000-99,000 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 in accounting, finance, and be proficient in Microsoft applications. Highly skilled in Excel is required. 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, references to NFFE at resume@nffe.org.