



## **National Federation of Federal Employees, IAMAW, AFL-CIO**

- **Executive Assistant to the NFFE National Secretary-Treasurer, NFFE Headquarters, Washington, D.C.**

**Open Date:** 10/21/2024

**Closing Date:** 11/20/2024

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.

**Position Title:** Executive Assistant to the NFFE National Secretary-Treasurer

**Reports To:** NFFE National Secretary-Treasurer

**Location:** NFFE National, Washinton, D.C.

**Job Type:** Full-Time

### **Position Overview:**

The Executive Assistant to the NFFE National Secretary-Treasurer is first and foremost a committed unionist. They are responsible for upholding NFFE's union values and culture as well as for assisting the Secretary-Treasurer with the financial responsibilities of the organization. This role will be focused on preparing and managing NFFE's annual budget, financial reporting, compliance, and strategic financial planning. The Executive Assistant will also assist with political, legislative, and organizing efforts to uplift NFFE's membership.

### **Key Responsibilities:**

- **Financial Management:**
  - Develop and implement the annual budget in collaboration with union leadership.

- Monitor and analyze financial performance, providing regular reports to the NFFE National Secretary-Treasurer.
- Ensure accurate bookkeeping and maintain financial records in accordance with regulatory standards.
- Assist with payroll and accounting.
- **Reporting and Compliance:**
  - Assist in preparation and submission of required financial reports to government agencies and other stakeholders.
  - Assist in preparation of financial statements and ensure compliance with labor union regulations and accounting standards.
- **Strategic Planning:**
  - Assist in the development of long-term financial strategies to support Union initiatives.
  - Conduct financial forecasting and risk analysis to inform decision-making.
  - Foster a collaborative and transparent financial culture within the organization.
- **Political, Legislative, and Organizing Activities:**
  - Work closely with the NFFE National Secretary-Treasurer in efforts to strengthen the union through legislative, political, and organizing activities both on Capitol Hill and at NFFE worksites. This includes working with Congress, the administration, and federal agencies to create new federal laws, policies, and agreements that benefit the federal workforce.
  - Work with local and national media outlets to bring our members' issues and stories to the public.
  - Assist with organizing efforts throughout the U.S.
  - Assist Organizing, Legislative, and Membership Directors with ongoing projects.

**Qualifications:**

- **Education:**
  - Bachelor's degree in Finance, Accounting, Business Administration, Political Science, Government, Economics, or a Labor related field.
- **Experience:**

- Preferably, a minimum of two years of experience in finance or accounting, with at least one year in a leadership role within a labor union or non-profit organization.
- **Skills:**
  - Must be proficient in Microsoft applications and highly skilled in Microsoft Excel.
  - Basic knowledge of accounting principles, financial regulations, and labor laws.
  - Experience with ADP is a plus.
  - Excellent analytical and problem-solving skills.
  - Strong communication and interpersonal skills.
- **Personal Attributes:**
  - Commitment to the mission and values of the Labor Movement.
  - High level of integrity and professionalism.
  - Self-motivated.
  - Able to manage time and projects independently.
- **Pay:**
  - \$ 90,000-105,000 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.

**Application Process:**

Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to Jai Atkins at [resume@nffe.org](mailto:resume@nffe.org) by Wednesday, November 20, 2024.