

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources/Vacancy #1

DATE: February 5, 2025

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – Payroll Administrator, G-10/11/12, Finance
Department

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Payroll Administrator, Finance Department, effective immediately.

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 outlines the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to jobs@afge.org, Attention: Vacancy Announcement #1 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on Thursday, February 13, 2025.

cc: National Executive Council

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

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Finance
Location:	National Headquarters, Washington, DC
FSLA Classification:	Exempt
Position Title:	Payroll Administrator
Salary:	G-10/11/12
Date of Revision/Creation:	

I. INTRODUCTION

The Finance Department has the responsibility of handling all financial matters and records, including the preparation of financial and management reports, for the American Federation of Government Employees (AFGE). The position herein described is individually responsible for the processing of AFGE's payroll through ADP, a payroll service provider, and interacting on a routine basis with the AFGE Human Resources ADP payroll processing service personnel. The Payroll Administrator is a non-bargaining unit professional staff and carries out complete auditing, review, evaluation, reporting, customer service and related responsibilities for the payroll of AFGE. The position is under the direction of the Director of Finance and the direct supervision of the Deputy Director of Finance.

II. Major Duties and Responsibilities

1. Processes all daily and periodic payroll processing tasks for AFGE.
2. Processes and reviews compensation changes or special payments requests, including judicial and personal actions of a confidential nature.
3. Proactively recommends and assists in implementation of ongoing improvements in the process.
4. Performs analyses and reconciliation of designated payroll-related general ledger account.
5. Prepares salary and related compensatory budget analysis, as required, to assist in the budget process.

6. Processes and reviews various federal and state tax reports and filings, including W 2's, 940's and state employment returns.
7. Prepare payment requests for employee's deductions processed for each periodic payroll that need to pay through Account Payable.
8. Prepare all necessary payroll related schedules for annual financial audit and LM-2 filing.
9. Maintain proper electronical documentation of employee's personal action, payroll changes, federal, states, and local tax forms submitted by employees, internal and external communications to each employee file or appropriate folders.
10. Interprets and implements timely payroll changes as outlined in numerous employment contacts
11. Establishes and maintains excellent working relationships and communication with appropriate AFGE personnel.
12. Respects and maintains the complete confidentiality of all payroll information at all time and provides payroll-related information only with express written or electronic approval of the Deputy Director of Finance, Director of Finance, or National Secretary-Treasurer.
13. Perform other duties assigned by Director of Finance and/or Deputy Director.

III. CONTROL OVER WORK

This position receives direct supervision from the Director of Finance. The Deputy Director will give specific day to day instructions concerning procedures and policies and will direct the implementation of new policies and procedures when applicable.

IV. QUALIFICATIONS

1. Completion of a two (2) year associates degree with an emphasis in accounting, preferred. In lieu of degree, five (5) years-specialized experience in payroll processing may be acceptable.
2. Two (2) years of specialized experience as a payroll accounting administrator familiar with a payroll provider service software including the processing of W-2's
3. This experience must demonstrate candidate's knowledge of standard accounting procedures and terms and the ability to perform basic accounting functions.

4. Detailed knowledge of federal and state payroll rules, regulations and filings are essential. Ability to self-review data input and ensure accuracy. Strong attention to detail is required.
5. Experience with ADP payroll processing service is required. Knowledge of Microsoft computer applications, specifically Excel and Word.
6. Knowledge of Internet applications and familiarity with Internet search engines and financial web sites.
7. Ability to prepare concise financial analysis and professional business letters.
8. Must be a team player and customer service oriented with the ability to constructively communicate with various levels of internal and external customers, including employees, managers, executives, locals and vendors
9. Must have an interest in and loyalty to the Labor Union Movement

V. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) 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 company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

VII. COMPENSATION

The salary range for this position is G-10 (\$79,942.16 - \$ 137,368.17). AFGE also offers comprehensive benefits as part of the total compensation package which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts and financial education.