



# TEAMSTERS SAFETY AND HEALTH

## Job Announcement

**POSITION:** Finance Assistant, Safety and Health Department

**HOURS:** 9:00 a.m. – 5:00 p.m.

**LOCATION:** Washington, DC

The Teamsters is America's most diverse union, representing working people in 19 different industrial sectors. Our diversity is our strength, and our influence is far-reaching. Join our team to make a difference in workers' lives across North America. The Teamsters Safety and Health Department provides comprehensive worker training, occupational safety and health technical support, and regulatory support to our rank-and-file membership, local union affiliates, TeamsterTrade Divisions, Conferences, and Departments. Learn more at [www.teamstersafety.org](http://www.teamstersafety.org)

### Position Summary:

Under the general supervision of the Finance Manager, IBT Worker Training Program (WTP), the Finance Assistant will review a variety of accounting documents to verify the accuracy of the computations; to ascertain that charges are accurate and properly supported in accordance with the Office of Management and Budget (OMB) Code of Federal Regulation (COFR) and IBT policies.

### Specific duties include:

- Audit, reconcile, code invoices, expense reports, and disbursement payment requests submitted to the IBT WTP
- Processes, makes journal entries, and reconciles disbursements daily
- Verifies that all transactions have proper approvals and support in accordance with IBT and COFR policies and procedures
- Conducts follow-up with vendors, training centers, and consultants in the event sufficient documentation is not provided regarding invoices and quotes
- Enters all vendor information into the database and assists in its preparation and reconciliation
- Prepares special reports as assigned by the Finance Manager
- Assists in training new IBT WTP and training centers staff members
- Adheres to all IBT WTP, Safety & Health Department, and IBT policies and procedures
- Works with IBT WTP Program Manager to ensure that training centers comply with contractual requirements
- Works closely with IBT WTP and IBT Accounting staff to facilitate an efficient and effective program
- Performs all other duties or responsibilities as related to the position as assigned by the Director, Safety and Health Department; Program Manager; and Finance Manager

### Positive Education Requirement:

- BA/BS degree
- 5- year work experience in accounting/finance
- Proficient with Excel/Access
- General knowledge of Microsoft Dynamics SL

### Benefits:

The IBT offers a generous total compensation package, including a 100% employer-paid health & welfare plan, a pension plan, optional 401(k) participation, FICA reimbursement, and vacation & sick leave plan.

### How to Apply:

Send resume and cover letter to Falon Patterson- Email: [fpatterson@teamster.org](mailto:fpatterson@teamster.org) Re: Finance Assistant- Applicant