Financial Assistant (Pierre office)
Associate Staff Position (Union)

Qualifications
An SDEA/NEA Financial Assistant must have knowledge of or a background in accrual accounting and bookkeeping and must be knowledgeable in the following skills: the use of technology and working with an integrated computer system including, but not limited to, computer based accounting system, online banking, ACH file transfer, spreadsheet, word processing, and database; filing, and knowledge in running office machines. An SDEA/NEA Financial Assistant must use good judgment in deciding priorities of work and in deciding matters to be referred to the Manager of Finance and Member Services. An SDEA/NEA Financial Assistant must be project oriented and work under strict time lines.

Responsibilities:
Accounting System - computerized in-house
- Process all aspects of Accounts Payable
- Prepare dues and miscellaneous receivables for deposits.
- Process all aspects of General Ledger
- Process all aspects of payroll
- Process required quarterly and yearly federal and state payroll reports
- Process monthly financial statements
- Assist Manager of Finance and Membership Services with Audit as requested
- Prepares payroll reports for Manager of Finance and Membership Services
  - Maintains W-4
  - Prepares W-2s
  - Prepares quarterly IRS employment reports
  - Prepares Department of Labor Reports quarterly
  - Makes report to Department of Labor when an employee is hired
- Prepares Workers Compensation Audit Reports
- Assist making NEA payments
- Prepare 1096 and 1099 MISC
- Process bank reconciliation
- Monitor bank accounts funds daily and prepare transfer requests
- Monitor bank accounts for ACH due deposits and notify membership technician
- Record deposits for SDEA and depositing checks/cash at the bank.

Specific Duties pertaining to Aspiring Educator Program
Prepare deposits and payments.

Other Duties
- Collect inventory of all offices.
- Assist with calculating and updating annual leaves.
- Explains to staff the fringe benefits upon hiring and throughout the year, including health, life, dental, vision and retirement and process insurance forms.
- Answer office phone as necessary.
- Assist in daily mail compiling, posting and delivery to post office when needed. Assist in large mailings as needed.
- Assist Membership Technician/Technical Assistant with reconciling bank accounts for EPIC.
- Financial assistant to other SDEA-related entities as directed.

Perform other bargaining unit work from time to time as needed for workload purposes.
- Assist as a "trouble shooter" for the office computer system at the direction of the Manager of Finance and Membership Services.
- Assist in the installation of all hardware, software and updates computers.

Other duties assigned by the Manager of Finance and Membership Services

Responsible to the Manager of Finance and Membership Services.

Evaluated by the Executive Director or designee.

Adopted: July 24, 2019