



# memo:

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: October 18, 2022  
RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Divisions Assistant

*\* This position is contingent for 1-year as there is a hold by the incumbent until c.o.b. October 17, 2023, pursuant to the PEF/USW collective bargaining agreement. \**

Location: Headquarters (Albany, NY)

Salary: \$44,792 + (Category 5, Hiring Rate of the  
PEF/USW salary schedule)

*\*PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resume to:

Office of Human Resources  
Public Employees Federation  
1168-70 Troy-Schenectady Road  
PO Box 12414  
Albany, NY 12212-2414  
or by e-mail to [HR@PEF.org](mailto:HR@PEF.org)

Qualifications and job description are attached.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

# NYS PUBLIC EMPLOYEES FEDERATION

## POSITION DESCRIPTION

**Position Title:** Divisions Assistant (USW-5)

**Department:** Divisions

**Position Summary:** Under the direction of the Director of Divisions, correspond with division members through direct telephone and email inquiries, prepare large scale quarterly mailings, filing and assist with financial record keeping. Review and reconcile bank statements, quarterly journal register reports and yearly audits. Provide assistance with data entry, administrative work as well as preparation and processing of elections notices and receipts.

**Qualifications:** Knowledge of Microsoft Word, Access, Excel, and Power Point. Great Plains and Bank of America Works program is a plus. General bookkeeping principles and practices and the ability to organize and complete tasks in an accurate and timely manner is essential. Must be able to work effectively and confidentially with various personalities and levels of leadership.

**Key Functions:**

\*1. Assist with review and reconciliation of division financial records.

\*2. Answer phone and email inquiries regarding financial documentation, funding, and policies.

\*3. Generate monthly bank statements from Bank of America Works system and key information into Access system for monthly and quarterly mailings and reporting.

\*4. Report any divisions that have not submitted required reports to the Director of Divisions.

\*5. May occasionally assist with preparation and processing of election notices, ballots, and receipts.

\*6. Compute divisions' quarterly payments and yearly allotments; and examine for divisions that have surpassed their yearly allotments.

\*7. Assist with and perform trainings and workshops for elected officials on required financial policy management.

\*8. Consistent and reliable attendance.

\*9. Other duties as assigned.

*\*Identifies essential function/fundamental job duties*