

Assistant Financial Secretary – Job Description

Position Summary

The Assistant Financial Secretary supports the Financial Secretary-Treasurer in carrying out the financial, administrative, and membership record keeping responsibilities of Local 13. This part-time position helps ensure the union's finances are accurate, transparent, and compliant with Local 13's Constitution & Bylaws, International requirements, and applicable laws. The position is compensated at \$39.56 per hour, not to exceed \$30,000 annually, plus 16% health and welfare and 9 paid 1/2 day holidays.

Key Responsibilities

- Assist the Financial Secretary in collecting dues, assessments, initiation fees, and other revenues of the Local.
- Maintain accurate membership financial records, including dues status, arrears, and good standing reports.
- Assist in preparing financial reports for regular and special membership meetings.
- Support the Financial Secretary in keeping proper accounts of all receipts and disbursements.
- Help prepare and submit required reports and per capita payments to the International and other labor bodies.
- Provide administrative support for the processing of new member applications, reinstatements, and withdrawals.
- Assist in the preparation of annual budgets, audits, and reports to the Executive Board.
- Serve as backup for the Financial Secretary in their absence, performing essential financial duties as delegated.
- Uphold the Local's Constitution & Bylaws, safeguard all financial records, and maintain confidentiality of sensitive information.
- Assist with government reporting.
- Assist with compliance audits.
- Prepare quarterly past due statements for members.
- Communicate with members regarding their financial obligations.
- Perform additional duties as assigned by the Financial Secretary, Business Agent, or Executive Board.

Qualifications

- Demonstrated integrity, discretion, and ability to handle confidential financial information.

- Strong organizational skills and attention to detail.
- Basic accounting or bookkeeping knowledge preferred.
- Ability to work collaboratively with elected officers, committees, and the membership.
- Familiarity with union operations and labor principles is desirable.
- Proficiency in Microsoft Excel and Word.
- Effective communication and interpersonal skills.
- Ability to adhere to strict deadlines.

If interested please send applications to President@iatse13.org