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 Region 6

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 Region 2

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 Region 11

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 Region 4

Brent Hershberger
 Region 6

Keith Hunter
 Region 2

Milando Hunter
 Region 6

Shawn Kitto
 Region 11

William McGlynn
 Region 3

Phyllis McMillon
 Region 1

Dennis Moore
 Region 7

Sam Muma
 Region 6

Lois Murray
 Region 3

Tammy Porter
 Region 8

Ronald Rook
 Region 4

Cindy Spurlock
 Region 2

Christopher Wayne
 Region 5

Janae Wouldfolk
 Region 1

JOB POSTING

Position: Bookkeeper
Posting Date: November 14, 2018
Deadline: November 30, 2018
Location: Lansing, Michigan

	ANNUAL RATE	PER PAY RATE	PER HOUR RATE
START	\$30,258.97	\$1,260.79	16.6265
1ST YEAR	\$32,225.93	\$1,342.75	17.7073
2ND YEAR	\$34,320.69	\$1,430.03	18.8583
3RD YEAR	\$36,551.52	\$1,522.98	20.0841
4TH YEAR	\$38,927.29	\$1,621.97	21.3896
5TH YEAR	\$41,457.56	\$1,727.40	22.7799
6TH YEAR	\$44,246.86	\$1,843.62	24.3125

Primary Responsibilities:

Processing incoming mail; Processing per capita tax revenue, payments and reports; Preparation of journal entries; Balancing and analyzing general ledger accounts; Preparation of audit work papers; Data entry; Bank account reconciliation; Record-keeping for Committees; Maintain complete and accurate filing systems; Correspond with employers and members; Other duties as assigned.

Minimum Requirements:

- Associates degree in Accounting or equivalent of 3 to 5 years of accounting experience.
- Knowledge of Excel required

Necessary Skills:

Ability to plan and prioritize demanding workloads, communicate clearly and effectively, research, analyze and problem-solve, and develop spreadsheets and record-keeping methods.

***Must satisfy Bookkeeper Assessment test**

To Apply: Submit Cover letter and Resume no later than **5:00 p.m. on Friday, November 30, 2018** to:

Kfloyd@miafscme.org

OR

AFSCME Michigan Council 25
 ATTN: Kimberly Floyd, Human Resources
 1034 N. Washington Ave.
 Lansing, Michigan 48906