



## United Food & Commercial Workers Union

Mark P. Federici,  
*President*

*Chartered by:*  
UFCW International Union

Lavoris "Mikki" Harris,  
*Secretary-Treasurer*

Serving Members in MD, VA, DC, WV, TN, NC, KY, OH

### JOB DESCRIPTION

**TITLE:** AR/AP Data Clerk

**DEPARTMENT:** Finance

**Position Purpose:** The AR/AP Data Clerk will be responsible for activities directly related to both receivables and payables to support the Finance team. This position's primary responsibility is data entry of membership demographics and administrative duties for the department. This position has regular interface with Finance, Administrative and Membership department staff and constituent company contacts.

#### **Overview:**

- Data entry of member applications for manual companies
- Ensures data entry follows the guidelines set for proper database management
- Perform administrative duties for the department
- Assist Finance staff with special projects as needed
- Assist with the accounts payable and receivable process
- Assist with month-end closing, compiling data for per capita reporting
- Handle confidential information with the utmost discretion

#### **DUTIES & RESPONSIBILITIES**

##### ***Maintain Membership Data***

- Membership program data entry
- Assist with membership information management, obtaining authorization cards in electronic and print formats, filing authorization cards and purging of obsolete records according to the retention schedules
- Assist Accounts Receivable Specialist with data needs and outreach to companies
- Assist with compiling data for financial reporting
- Scanning various office documents
- Ensure security and confidentiality of data

##### ***Maintain Office Services***

- Assist with receptionist duties, answer phones and manage main line voice mail system
- Assist with monthly credit card reconciliations
- Perform other related duties as required

#### **SCOPE AND NATURE OF SUPERVISION**

The position is located in Landover, Maryland and will primarily report to the Comptroller.

**PHYSICAL REQUIREMENTS**

Working conditions consist of a normal office environment with no other special requirements. Core work hours are 8:30 am to 4:30 pm. Sitting at a computer workstation for an extended period; lifting up to 20 pounds. Employees must recognize that working in the labor movement is tough, demanding work, which sometimes requires working long or irregular hours, including some evenings and weekends. Limited travel may be required.

**REQUIRED SKILLS, ABILITIES, AND EXPERIENCE**

- High School diploma or equivalent work experience
- Three year's work experience preferred
- Knowledge of administrative and clerical procedures
- Knowledge of customer service principles and practices
- Ability to perform duties on the computer utilizing the appropriate application and other office software products (MS Dynamics, Word, Excel, Outlook, Publisher, etc.)
- Ability to use office equipment such as copiers, scanners, fax, postage machine, etc.
- Proficient with data entry
- Performs duties with neatness, accuracy, and attention to detail
- Skilled at prioritizing work and working well under pressure when required
- Demonstrates honest and sincere character
- Ability to work well intra and inter-departmentally and in a team atmosphere
- Excellent interpersonal and communication (both verbal and written) skills
- Union experience favorable
- LUMM experience looked-for, however not necessary

**COMPENSATION**

- Employer paid health insurance, short and long-term disability and dental/vision
- Employer paid pension based on percentage of base salary
- 401K after 1 year
- Vacation time, holidays, sick, and personal
- Salary range 40,000-46,500 depending on experience

**CLASSIFICATION**

This is a full time, FLSA exempt position

Please send a cover letter with your resume to [resume@local400.org](mailto:resume@local400.org)