



## **Financial/Recording Secretary Job Description**

The Financial/Recording Secretary is a fiduciary of the Union, bound by law and the ethics of good governance practices to act solely in the interests of the Union's members.

The fiduciary duties include: duties of care, loyalty, good faith, confidentiality, prudence, and disclosure.

Serves as a member of the Executive Board and attends monthly Executive Board meetings and all member meetings. As Recording Secretary, takes the minutes of all meetings and reads them at the next meeting. Records the outcome of all votes.

Serves as a signatory on all financial accounts along with President/Business Agent. Ensures all checks have two signatures.

Ensures all non-routine expenses are approved by the local union and documented in the minutes.

Introduces self to new members of the collective bargaining unit, continually informs and educates about the Union and contract and helps get them signed up to the Union in conjunction with other officers and stewards. May participate in union orientations for trainees depending on scheduling

Accurately maintains the membership database and files monthly reports to International. At least twice annually reconciles database against International records and dues list to ensure accuracy. Issues withdrawal cards upon request for members in good standing.

Prepares for elections and votes in accordance with ATU Constitution and Bylaws. Prepares ballots and voting rosters, distributes ballots and monitors voting and counting of the votes. If on the ballot, recuses self from the vote and another officer or rank-and-file member must verify the voting list and correctness of the ballots, and handle the voting.

Processes claims for funeral and death benefits

Ensures payroll deduction forms are submitted to Lextran Payroll and withdrawn at termination or in accordance with LU directives upon withdrawal from union.

Sends list of deductions for monthly and back dues, fees and assessments to Lextran Payroll on the Friday before the corresponding payroll. Receives final lists from Payroll and files them.

Timely notices members of total arbitration bills and informs on the division and timing of assessments.

Tracks accounts payable and receivable. Arranges payment plans from members on leave and in arrears. Accurately records all receipts of funds in cash or check/MO with duplicate receipts. Ensures all bills are timely paid and documented with proper internal controls.

Reconciles all financial accounts monthly, delivers bank statements and check stubs to accountant as soon as received for processing of payroll taxes by mid-month, and reports financials to the Executive Board and local union monthly.

Issues payroll checks in accordance with Bylaws and accountant's withholding calculations.

Ensures documentation of work corresponding to lost time payments. Monitors lost time according to budget. Approves lost time for President/Business Agent.

Prepares a balanced budget for annual approval of the Executive Board and local union. Tracks budget and recommends adjustments as needed. Ensures adequate funds are held in reserve for defense and negotiations.

Seeks investment opportunities for capital in reserve and advises the Board and local union on same.

Serves as member of the Negotiations Committee and participates in bargaining and related preparations. Assists with contract research and wage costing. Together with other officers, proofs proposals, responses and agreements against bargaining notes and current contract. As Recording Secretary, takes detailed notes of all bargaining sessions and maintains the bargaining records.

Participates in organizing campaigns and organizing new properties into our Union in conjunction with other officers, International staff, stewards and volunteers.

Prepares twice annual audit reports and materials for the audit committee. Attends the audit to answer auditors' questions. Sends audits to International. Reads audit at local meetings.

Signs quarterly and annual state and local tax returns, issues W-2s and 1099s, retains copies of all and ensures mailing by deadlines. Prepares and files annual 990-EZ federal tax return.

Together with other officers, maintains union office (dusting, vacuuming, cleaning blinds, taking out trash, etc.)

Attends training as required by International. Retains all training materials and books in the Union office. Provides orientation and training for successor.