

SEIU NEVADA LOCAL 1107

Position: Accounting & Payroll Assistant (Full-Time)

Location: Las Vegas, Nevada

Posting Date: July 27, 2026

Who Are We:

SEIU Nevada represents public- and private-sector workers, including county, hospital, and home care workers. We are part of SEIU, one of the largest unions in the country. Together, we are taking on corporate power and helping to build a wider movement for economic, racial, immigrant, and environmental justice.

Position Summary

The Accounting and Payroll Assistant is responsible for supporting the daily accounting, payroll, and financial administrative operations of the organization. This position assists with accounts payable, accounts receivable, payroll processing, financial recordkeeping, reconciliations, reporting, and compliance functions while ensuring accuracy, confidentiality, and adherence to organizational policies and financial procedures.

The position works closely with the Finance Department, Human Resources, and management staff to support the organization's financial operations, employee payroll administration, and operational needs in a labor union environment.

The ideal candidate is detail-oriented, organized, dependable, and capable of handling confidential financial and employee information with professionalism and accuracy.

Essential Duties and Responsibilities

Accounting Support

- Assist with daily accounting operations including accounts payable, accounts receivable, and general ledger support.
- Process invoices, reimbursement requests, vendor payments, and check requests.
- Prepare and maintain financial records, spreadsheets, and supporting documentation.
- Prepare daily deposits and accurately record all cash, check, and electronic deposits in the appropriate accounting systems and ledgers.
- Ensure deposits are properly documented, verified, and reconciled in accordance with internal financial procedures.
- Assist with bank reconciliations, credit card reconciliations, and account balancing.
- Maintain organized financial files and records in accordance with organizational policies and retention requirements.
- Assist with monthly, quarterly, and year-end financial reporting processes.

- Support audit preparation and compliance reporting.
- Monitor and track expenses, receipts, and budget-related documentation.
- Coordinate with vendors, staff, and departments regarding payment processing and financial documentation.

Payroll Administration

- Assist with processing biweekly payroll and related payroll functions.
- Maintain payroll records and employee payroll information accurately and confidentially.
- Process payroll changes including new hires, terminations, salary adjustments, deductions, leave balances, and benefit changes.
- Assist with payroll tax reporting, garnishments, and compliance requirements.
- Review timesheets, attendance records, and payroll reports for accuracy.
- Coordinate with Human Resources regarding employee status changes and payroll-related matters.
- Assist employees with payroll questions and issues.
- Maintain confidentiality of employee compensation and payroll information.

Financial Systems and Software Administration

- Utilize QuickBooks Online for accounting, financial reporting, reconciliation, and financial recordkeeping.
- Utilize Paycor for payroll processing, employee records, timekeeping, and payroll administration.
- Utilize Microsoft 365 applications including Excel, Outlook, Word, Teams, and SharePoint for reporting, communication, and administrative support.
- Assist with maintaining accurate financial and payroll system records and user documentation.
- Generate reports and spreadsheets related to payroll, accounting, budgets, and financial operations.

Organizational Support

- Provide administrative and operational support to the Finance and Administration Department.
- Collaborate with Human Resources and management staff regarding payroll, employee records, and financial processes.
- Participate in organizational meetings, trainings, conferences, and special projects as assigned.
- Participate in union events, actions, rallies, conventions, conferences, member activities, and political campaign efforts as assigned.
- Travel in-state and out-of-state as needed to support organizational activities and operational needs.
- Maintain confidentiality of sensitive financial, payroll, employee, and organizational information.

Additional Duties

- Perform other duties and responsibilities as assigned in support of the organization's mission, operations, and strategic objectives.

Qualifications

Education and Experience

- Associate degree in Accounting, Finance, Business Administration, or related field preferred.
- Equivalent combination of education, training, and relevant work experience may be considered.
- Minimum of two (2) years of accounting, bookkeeping, payroll, or finance support experience preferred.
- Experience working in nonprofit organizations, labor unions, or mission-driven organizations is a plus.

Knowledge, Skills, and Abilities

- Knowledge of basic accounting principles and payroll administration practices.
- Experience with accounts payable, reconciliations, payroll processing, and financial recordkeeping.
- Proficiency with QuickBooks Online.
- Experience using Paycor or similar payroll systems.
- Strong proficiency with Microsoft 365 applications, especially Excel.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information responsibly.
- Strong organizational and time-management skills.
- Ability to manage multiple tasks and meet deadlines.
- Effective written and verbal communication skills.
- Ability to work independently and collaboratively.
- Commitment to the mission and values of the labor movement.

Preferred Qualifications

- Experience processing payroll for union or nonprofit organizations.
- Experience with budgeting and financial reporting.
- Familiarity with payroll tax filings and compliance requirements.
- Knowledge of labor union operations and administrative procedures.

Working Conditions

- Primarily office-based work with prolonged periods of computer use.

- Occasional evening and weekend work may be required during peak operational periods, audits, or organizational events.
- Occasional travel may be required.

Physical Requirements

- Ability to sit and work at a computer for extended periods.
- Ability to communicate effectively in person, virtually, and by telephone.
- Ability to occasionally lift and carry office materials and equipment up to 25 pounds.

Classification

- Full-Time
- FLSA Exempt Position
- Reports to: Chief Operating Officer and Finance & Database Coordinator

Salary and Benefits

The salary range for this position is \$60,600.00 to \$81,441.33 annually, commensurate with experience and qualifications.

SEIU Local 1107 offers a comprehensive and competitive benefits package, including:

- 100% employer-paid medical, dental, and vision coverage
- 100% employer-paid pension plan contribution at 21% of base pay
- Life insurance coverage
- Long-term disability insurance
- Generous paid time off (PTO)
- 12 paid holidays per year
- Additional benefits and programs as provided by the organization

How to Apply

Interested applicants should submit the following:

- Cover letter
- Resume
- Professional references

Please send application materials to: humanresources@seiunv.org

In the subject line, please write: "Accounting and Payroll Assistant."

NO PHONE CALLS PLEASE

Equal Employment Opportunity Statement

SEIU Local 1107 is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable law.