The Georgia Association of Educators, a non-profit organization, is seeking qualified applicants for the position of Manager of Business, Finance & Technology.

**GENERAL DESCRIPTION OF THE POSITION**

The employee in this position manages the department which has responsibility for all administrative, personnel, technology and financial functions of the Association including but not limited to: properties management; banking relations; accounting, budgeting and reporting; payroll; human resources and employee benefits management; banking and investment firm relationships; membership processing; Maintaining corporate sub-ledger/accounts for internal funds; printing, purchasing, mail distribution; all phases of technology; Political Action Campaign (PAC) accounting and reporting; Foundation accounting and reporting.

**Posting Date:** June 17, 2020  
**Closing Date:** July 13, 2020

**EDUCATION**

The candidate must have attained at least a Bachelor's degree in Business Administration, Accounting, Finance or related field. The ideal candidate possesses a Certification in Public Accounting or Management Accounting, or a Master’s degree in Business Administration or related field.

**PROFESSIONAL EXPERIENCE**

1. A minimum of three years’ experience with accounting, business administration practices and functions.
2. Strong knowledge and experience in generally accepted accounting principles and their applications as it relates to the Association.
3. Demonstrated successful experience in broad administrative and general office manager responsibility.
4. Proven written and oral communication skills.
5. Proven mathematical skills.
6. Ability to develop accurate budgets.
7. Knowledge of computerized accounting and membership programs.
8. Experience working in a non-profit and/or union environment.
9. Commitment to union values and public education as an institution.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. **Department Management:** Supervise and manage the administrative and financial activities of the Association to ensure the efficient and effective delivery of services. Provide logistic and data support for the Executive Director, Officers, Board of Directors, other managers, and appropriate committees.
2. **Staff Management**: Supervises Business, Finance and Technology department employees and contractors, providing guidance, direction, training, and evaluation. Develop a team environment that works cohesively to achieve Association objectives.

3. **Governance Support**: Provide support and advice to Association Board of Directors, officers, local leaders and to committees as assigned.

4. **Property Management**: Manage all Association properties, including financing, leasing, construction, tenant relations, maintenance and record keeping.

5. **Financial Management**: Manage all accounting, budgeting, cash management, auditing, and financial reporting functions. Manage the updating and maintenance of all automated and manual accounting systems. Coordinates and oversees the Association, PAC and Foundation annual/fiscal audits; the Political Action Committee reports as required by the Georgia Government Transparency and Campaign Finance Commission; and file corporate federal and state non-profit tax returns.

6. **Personnel Management**: Manage employee benefit programs and payroll processing, human resources, COBRA and the Affordable Care Act requirements, attendance and personnel record keeping. Manages the administration of pension, 401(k), and the health and welfare plans for all Association employees and retirees. Serves on the GAE Governance Bargaining Team providing financial support necessary for staff union bargaining; and manages the implementation of employment agreements.

7. **Membership Processing**: Manage the updating and maintenance of Association membership records, including the monitoring of dues payments to GAE, NEA and related local associations.

8. **Technology**: Manages all technology related functions; determines technology needs for the Association and locals, evaluates and identifies hardware purchases, software purchases; deploys, maintains, develops, upgrades and supports all IT systems, including servers, storage, workstations, network infrastructures application development methods, operating systems, security disaster recovery standards and licensing, staff and affiliate training and all other related technology subject matters. Works with a third-party vendor to facilitate the management of technology.

9. **Data Processing**: Manage the coordination of all business office data processing, including planning, purchasing, implementation, maintenance, program development and training.

10. **Purchasing**: Manage the purchasing of all equipment for the headquarters and regional offices.

11. **Other**: Perform other appropriate duties as necessary, approved and assigned by the Executive Director.

**KNOWLEDGE AND SKILLS REQUIRED**

1. Extensive knowledge and experience in accounting and financial management functions; planning, budgeting, general ledger, cash management, accounts payable, audit, financial reporting and automated accounting systems.

2. Good working knowledge of GAE’s goals and objectives.

3. Knowledge of concepts relating to the development and maintenance of effective organizations, and the management and development of people. Effective team leadership skills. Creative problem-solving ability.
4. Knowledge and experience with technology including hardware and software needs and recommendations for future technology requirements. Experience with Microsoft programs.
5. Property management expertise relative to leasing, construction, contract negotiations, tenant relations and building maintenance and administration. Experience with relocation efforts, including working with a broker to secure alternative worksites.
6. Knowledge and experience in managing employee benefit programs and payroll and personnel functions.
7. Knowledge and experience in managing a broad range of administrative functions.
8. Superior interpersonal skills including consensus building, conflict and change management, and the ability to deal effectively with many different types of people in a wide variety of situations.
9. Ability to manage multiple diverse functions simultaneously, effectively responding to constantly changing priorities.

REPORTING RELATIONSHIP
The Manager of Business, Finance & Technology reports to the Executive Director.

SALARY AND FRINGE BENEFITS
Salary will be commensurate with qualifications and experience. Fringe benefits include liberal annual leave; health, life, and disability insurance; defined benefit retirement plan; and 401(k) plan.

APPLICATION PROCESS
Please send a letter of interest, resume, and three letters of references to:
   Mark J. Simons
   Executive Director
   Georgia Association of Educators
   100 Crescent Center Parkway #500
   Tucker, GA 30084

   OR email to mark.simons@gae.org

It is the Equal Employment Opportunity Commitment of GAE to employ and advance in employment all persons without regard to their race, religion, national origin, gender, age, sexual orientation, disability, marital status or economic background, and to base all employment decisions only on valid job requirements.