

THE SOUTH CAROLINA EDUCATION ASSOCIATION

POSITION DESCRIPTION

- I. **Position Title:** Manager of Finance and Membership Services
- II. **Position Classification:** Exempt
- III. **Reports To:** The SCEA Executive Director
- IV. **Location:** The SCEA Headquarters Building, Columbia, SC
- V. **Salary and Fringe Benefits:** Salary commensurate with qualifications and experience. Fringe benefits include annual leave, health insurance, and disability insurance.
- VI. **Application Process:** When applying please include resume and cover letter summarizing experience, knowledge, and skills as they pertain to the job description to: careers@thescea.org
- VII. **Education:**

The candidate must have a Bachelor's degree in Business Administration, Accounting, or Finance. Certified Public Accountant, Certified Management Accountant or MBA preferred.

- VIII. **Professional Experience:**
1. A minimum of seven (7) years' experience in accounting with an extensive knowledge of financial reporting, budgeting, regulatory compliance, payroll, human resources, IT support and membership support.
 2. Demonstrated successful experience in broad administrative and general office management.
 3. Proven written and oral communication skills.
 4. Nonprofit accounting, managing in a union environment and experience with Peoplesoft preferred.
- IX. **Specific Duties and Responsibilities:**
1. Association Support:
 - a. Provide reporting, logistic and data support to the Executive Director and the Board of Directors.
 - b. Identify opportunities and potential risks to the Association.
 - c. Effectively interact and communicate with Governance, the Executive Director (ED) and Association staff.
 - d. Work collaboratively with the ED to ensure the ED is informed of all issues that affect the Business Office and Association.
 2. Finance and Accounting:
 - a. Manage all administrative and financial activities of the association to include accounting, financial reporting, budgeting, audit preparation, cash management, and regulatory compliance.

- b. Research emerging financial, accounting and regulatory issues and make recommendations regarding the impact and implementation on the Association and its locals.
 - c. Ensure financial accounting and reporting is compliant with Generally Accepted Accounting Principles (GAAP).
 - d. Participate in continuing professional education trainings with accounting professional organizations and licensing bodies.
 - e. Provide ED and Board of Directors with timely financial reports and analysis that include Statement of Activities, Statement of Financial Position, Statement of Cash Flow, and Membership Status (counts and dues receivable).
 - f. Provide Association's external auditors with supporting documents and information for the annual audit and tax returns.
 - g. Provide local associations with adequate training tools to ensure sound accounting practices.
 - h. Monitor local associations' fiduciary responsibilities.
3. Information Technology Support:
 - a. Maintain all Association equipment including purchasing, implementing and maintaining computers and computer equipment and related systems and software.
 - b. Oversee the training of Association staff on IT equipment and software.
4. Membership Support:
 - a. Manage updating and maintenance of Association membership records including collection of member dues and remittance of payments to locals and NEA.
 - b. Ability to gain working knowledge of the NEA Membership System.
 - c. Develop and provide monthly membership reports to the ED and Board of Directors.
 - d. Reconcile all dues payments received on a monthly basis.
 - e. Prepare and deposit all EFT, cash and credit card deposits on a daily basis.
 - f. Correspondence with members on routine matters.
 - g. Provide data as requested on membership related matters.
 - h. Distribute bank draft reports and membership rosters on a monthly basis to Association staff.
 - i. Maintain Dues Rebate Program records.
 - j. Coordinate summer membership mailings.
5. Human Resources:
 - a. Manage human resources, employee benefit programs and payroll processing.
 - b. Manage the administration of retirement and medical plans for all Association employees.
 - c. Provide financial information to management for bargaining process (total compensation analysis, etc.)
 - d. Manage implementation of employment and bargaining agreements.
 - e. Assess existing benefit programs and providers.
6. Other:
 - a. Provide program assessment evaluations for various Association programs as directed by ED.
 - b. Manage purchasing all equipment for the Association.
 - c. Maintain working relationships with bankers, attorneys, and vendors.
 - d. Perform other appropriate duties assigned by the ED.

- e. Manage association commercial insurance and risk management with appropriate use of errors and omission, professional liability, fidelity bonds, and other commercial insurance policies.
- f. Computer and data entry skills.
- g. Proficiency in Microsoft Office software.

THE SCEA IS AN EQUAL OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER