EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Secretary, Finance Department
Classification: Secretarial, FSO Bargaining Unit
Supervisor: Director of Finance
Location: Tallahassee, FL

Position Summary: The Florida Education Association seeks an experienced secretary to join its Finance Department. This position requires an individual who consistently exhibits excellent customer service skills, is self-motivated to resolve issues, is detail oriented and organized.

Specific Responsibilities:

1. Provide a variety of administrative support to the Finance Department, including but not limited to, maintaining hardcopy and electronic finance files, maintaining calendars, coordinating business travel, processing incoming and outgoing mail, serving as the primary receptionist, preparing written correspondence, tracking leave requests, and maintaining organized finance files.
2. Process dues receipts. Tasks include but not limited to logging incoming receipts, copying dues checks with related supporting documentation, preparing reconciliation report, and filing dues check copies by local.
3. Process FEA Accounts Payable checks, preparing them for review/approval and mailing them after approved.
4. Maintain accounts payable files for FEA, State Option Service Units and Suwannee River Basin Service Unit. This includes filing payables, creating new vendor folders as needed, preparing new vendor files at year-end for new fiscal year and boxing all prior year vendor files for storage.
5. Reconcile State Option Service Units and Suwannee River Basin Service Unit bank accounts.
6. Remit deposits for FEA, State Option Service Units and Suwannee River Basin Service Unit to the bank.
7. Generate written financial correspondence to internal and external stakeholders and track responses.
8. Create and track internal billing for shared staff.
9. Date stamp all incoming payables for FEA, State Option Service Units and Suwannee River Basin Service Unit.
10. Research and distribute information requested by officers, directors/managers, staff, and members regarding payables and expense reimbursements.
11. Assist with ensuring compliance with FEA finance policies and procedures.
12. Provide back-up assistance for all Finance Department functions.
13. Manage and coordinate special projects as assigned.
14. Assist with administrative support to other departments as needed.
15. Perform other duties as assigned.
**General Responsibilities:**

1. Acknowledge and support the advancement of FEA’s vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA’s vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.

**Compensation & Benefits:** The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

**How to Apply:** Interested candidates should submit a cover letter and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before **February 11, 2020** will receive preferential treatment.

**FLORIDA EDUCATION ASSOCIATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA’s Office of Human Resources at 850-201-3215 or feahr@floridaea.org to request an accommodation during the application process.