



Massachusetts Teachers Association Job Description

Job Title:	Manager, Membership and Affiliate Financial Services
Division:	Finance & Accounting
Reports to title:	Director, Finance and Accounting
Designation:	Non-Unit

Major Responsibilities:

The Manager is responsible for the development and administration of effective membership accounting systems, practices, controls and procedures. The manager is also responsible for training to both staff and local stakeholders to provide and support for local associations' financial needs.

Specific Responsibilities:

- Maintain complete and thorough knowledge of all membership and dues policies and bylaws of both the state and national affiliates.
- Manages day-to-day membership accounting and enrollment functions.
- Supervises the maintenance of accurate enrollment records.
- Administration of the organizational membership database.
- Works closely with locals, members and staff to resolve financial and membership problems.
- Supervises the maintenance of the accounts receivable subsidiary ledger, billing statements and collections.
- Manages the month and year end closing processes, producing membership reports and preparing management reports of membership data.
- Assists locals with complex membership and financial issues, including IRS and accounting issues.
- Manages the financial training of local treasurers using all available training methods, including classroom, web-based and one-on-one.
- Supervises the organization's customer service functions in the membership finance area.
- Creates and generates reports and analyzes membership data using information derived from the membership database.
- Manages special programs such as local office support program and others, as needed.
- Manages accounting functions for all miscellaneous member processing.
- Works with MTA Division of Legal Services to oversee administration of legal related dues billing



- Provides support for all other MTA Divisions regarding data processes and the impact they have on organizational campaigns.
- Audit support.
- Administration of Annual Meeting Delegate Registration system.
- Manages day-to-day membership processing including all member enrollments, cancellations, and membership data updates received from both local associations and individual members.
- Manages both paper and online billing and enrollment accounting processes for all miscellaneous membership types including Associate, Student, Retired, Individual and NEA Reserve members.
- Assists locals with complex local financial issues including membership and dues audits and assistance with annual filings both via phone/email communications and personal site visits to local affiliates.
- Supervises the maintenance of the accounts receivable subsidiary ledger, cash receipt application, preparation and mailing of the monthly billing statements and dues collections.
- Manages the month and year end closing processes, producing membership reports and preparing management reports of membership data.
- Develops and conducts training programs for local associations and staff using various training methods.
- Prepares and analyzes detailed membership data and reports, as necessary.
- Participates in the development of Association membership accounting policy and administers approved membership accounting procedures.
- Oversees local association payroll deduction schedules and monitors the reconciliation of local accounts and the collection of past due accounts.
- Produces and disseminates financial membership information and materials.
- Monitors internal control procedures and assures compliance
- Cooperates with and assists auditors.
- Works closely with staff in other divisions to assure accuracy of membership information.
- Oversees administration of legal dues billing procedures.
- Database management and administration:
 - Maintenance of all database structure including membership type code, financial/dues, local affiliate, chapter affiliate, statewide employer and district work location data tables.
 - Collection and analysis of data from other MTA divisions and outside parties (NEA, MA DESE etc.) for use in maintenance of data tables .
 - Administration of all local and staff level database account profiles/security access.
- Administers Annual Meeting Delegate Registration including populating and maintaining online registration system data annually, assisting with the creation of instructional



training information for both local users and MTA staff, managing assigned staff and registration processes on-site at the meeting, and producing all registration reports for the delegates in attendance.

- Serves as staff consultant to committees and groups, as needed.
- Implements Association policies and personnel procedures, including hiring, daily supervision, performance evaluation and employment-related actions.
- Carries out responsibilities with a positive cooperative spirit.
- Manages and supervises direct reports in a positive manner, provides feedback on a regular basis, assures staff development and training, provides motivation to employees to enhance job performance.

Qualifications:

- Bachelor's degree in accounting.
- Supervisory accounting experience, including preparation and analysis of data.
- Excellent interpersonal skills, both verbal and written.
- Excellent computer skills including proficiency in common spreadsheet applications; word processing software, report writing and data base management systems.
- Experience in accounts receivable, including reconciliation of subsidiary ledger to the general ledger.
- Analytical skills.
- Excellent customer service skills.
- Travel required.
- Overtime required.
- Willingness to work as a team member in a fast-paced financial/customer service environment.

MTA reserves the right to waive any qualifications at its discretion

The MTA is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all staff.