



Arizona
Education
Association

345 East Palm Lane

Phoenix, AZ
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(602) 264-1774

(800) 352-5411

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(602) 240-6887

www.arizonaaea.org

Position: **Manager of Administration, Finance & Technology**

Date of Posting: **August 10, 2022** **Close of Posting:** **Until Filled**

Staff Relationship: Reports to the AEA Executive Director

Application: Interested candidates should submit a letter of interest, résumé, and three (3) professional references with contact information by email to:

Nicole Adams, Executive Assistant to the Executive Director
Nicole.adams@arizonaaea.org

The Arizona Education Association is seeking qualified applicants for the position of Manager of Administration, Finance & Technology in Phoenix, Arizona. The Manager is a member of the management team with a department that 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; association member benefit programs; Political Action Campaign (PAC) accounting and reporting; and, Foundation accounting and reporting.

QUALIFICATIONS

Education and Experience

A minimum of a Bachelor's Degree in Business Administration, Accounting, Finance, or 5 years of senior administrative level related experience.

A minimum of three years' experience with accounting, business administration practices and functions.

Demonstrated successful experience in broad administrative and general office manager responsibility.

Proven written and oral communication skills.

Proven mathematical skills.

Ability to develop accurate budgets.

Knowledge of computerized accounting and membership programs.

Experience working in government, non-profit and/or union environment.

Commitment to union values and public education as an institution.

Knowledge and Skills

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.

Good working knowledge of AEA's goals and objectives.

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.

Knowledge and experience with technology including hardware and software needs and recommendations for future technology requirements. Experience with Microsoft programs.

Property management expertise relative to leasing, construction, contract negotiations, tenant relations and building maintenance and administration.

Knowledge and experience in managing employee benefit programs and payroll and personnel functions.

Knowledge and experience in managing a broad range of administrative functions.

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.

AEA's MISSION

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keeping the
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Ability to manage multiple diverse functions simultaneously, effectively responding to constantly changing priorities.

Desired Education and Experience

The ideal candidate possesses a Certification in Public Accounting or Management Accounting, or a Master's degree in Business Administration or related field.

JOB RESPONSIBILITIES

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, Board of Directors, other managers, and appropriate committees.

Staff Management: Supervises Business, Finance and Technology department employees, providing guidance, direction, training and evaluation. Develop a team environment that works cohesively to achieve Association objectives.

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

Property Management: Manage all Association properties, including financing, leasing, construction, tenant relations, maintenance and record keeping. Manages the Association's leased vehicles.

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 Arizona Campaign Finance report to the Secretary of State and corporate federal and state tax returns.

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), Medical Insurance Trust and the health and welfare plans for all Association employees. Serves on the AEA Governance Bargaining Team providing financial support necessary for staff union bargaining, and manage the implementation of employment agreements.

Membership Processing: Manage the updating and maintenance of Association membership records, including the monitoring of dues payments to AEA and NEA.

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.

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

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

Other: Perform other appropriate duties as necessary, approved and assigned by 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.

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The Arizona Education Association is an equal opportunity employer with an affirmative action employment program. Minorities and women are encouraged to apply.