

Title: Business Manager

Internal Transfer/External Employment Opportunity

Salary: AEA is prepared to offer a competitive salary (commensurate with experience and qualifications), excellent fringe benefit package including full family health insurance; dental, vision, and life insurance; retirement and leave package.

Responsibilities: Job Description Attached

Office Location: 1500 West 4th Street, Little Rock, Arkansas

Application Procedures: Candidates who wish to apply may do so by submitting an application and resume online at www.aeaonline.org/careers or send letter of interest, a current resume, and three references to:

Tracey Ann Nelson, Executive Director
Arkansas Education Association
1500 West Fourth Street
Little Rock, Arkansas 72201
Email: kleyenberger@aeanea.org

Arkansas Education Association is an equal opportunity employer. Ethnic minorities and women are encouraged to apply.

Job Description – Business Manager

The Arkansas Education Association (“AEA”) is seeking qualified applicants for the position of Business Manager (“Manager”). The candidate who fills this position will be responsible for managing all financial activities of AEA. The activities include accounting and financial reporting, audit preparation, regulatory compliance, cash management, payroll and employee benefits. This position will also manage all membership records as well as be responsible for the collection of member dues and remittance of payments to national and local affiliates.

The Manager directly reports to the Executive Director and will work collaboratively with Executive Management and the AEA Board of Directors by providing timely reporting, logistical, and data support to ensure that Executive Management is informed of all issues affecting the Business Office and AEA.

The Manager will need to reside in or near the Little Rock Metro area and must have a valid driver's license and reliable transportation. The Manager must be willing to travel both in and out of state and be able to available to work evenings and weekends.

Excellent analytical skills, attention to detail, organizational skills, punctuality, and above average attendance are essential. The successful candidate must have a flexible approach for enabling organizational change and an aptitude for problem-solving along with the capacity to successfully engage with members and affiliates. The candidate must be committed to the principle of progress through collective action and will use the position to support efforts to strengthen the organization's membership and policy agenda.

Essential Job Functions:

- Supervise a staff of four to six.
- Be responsible for all accounting, cash management, auditing,, and financial reporting functions of AEA.
- Maintain AEA membership dues records, manage the collection of dues, and facilitate dues payment from local associations to AEA and NEA.
- Provide financial and other information to Executive Management and the AEA Board of Directors.
- Identify opportunities for, and potential risks to, AEA.
- Be responsible for processing payroll and administering AEA's employment benefit programs, which include a defined benefit pension plan, a 401K plan, medical insurance, and other benefits.
- Develop and provide monthly membership reports for Executive Management and the AEA Board of Directors.
- Reconcile all membership dues payments received monthly.
- Prepare and deposit all EFT, cash and credit card deposits on monthly.
- Correspond with members routinely.
- Manage AEA Dues Rebate Program.
- Participate in the annual budget process by working with Executive Management in budget preparation and budget actual variance analysis during the year.
- Provide quarterly financial statements and reports for Executive Management.
- Provide training and support for local association treasurers and staff.
- File all regulatory filings in a timely manner to include AEA's real property, federal and state taxes, and personal property returns.
- Monitor AEA's cash and investment position. Make wire transfers and perform other Treasury functions as directed by the Executive Director or Associate Executive Directors.
- Administer AEA's staff pension plan to include working with active and terminated/retired employees in understanding and obtaining benefits, and the actuary on compliance matters and benefit calculations.
- Administer vendor agreements and serve as the management contact and liaison with AEA's vendors, including vendors that provide services to maintain AEA's physical plant and property.

- Administer AEA's lease agreements with third parties.
- Provide collective bargaining support to the Executive Management team during negotiations.
- Perform other duties as assigned by the Executive Director or his/her designee.

Qualifications/Experiences

- Certified Public Accountant (CPA) license or equivalent.
- Strong written and verbal communication skills.
- Minimum of seven (7) years of progressive experience in accounting with an extensive knowledge of financial reporting, budget preparation, regulatory compliance, and payroll and benefits administration.
- Ability to solve problems independently and make sound decisions.
- Ability to assess changing organizational needs and troubleshoot issues as they arise.
- Experience leading a team to reach organizational objectives.
- Advance skills in the use of MS-Office (i.e. Word, Excel, PowerPoint, Access, and Outlook) tools.
- Demonstrated ability to evaluate business processes in order to identify needs and areas for improvement for achieving organizational objectives.
- Demonstrated ability to develop standard operating procedures and write documentation needed to implement them.
- Ability to present complex financial information to an audience with varying levels of technical understanding.
- Strong organizational skills demonstrated by the ability to manage staff while overseeing multiple projects simultaneously with an ability to follow through and meet deadlines.

Preferred Competencies

- MBA or higher degree
- Experience with PeopleSoft
- Demonstrated experience in broad administrative and general office management.
- Successful experience working in a non-profit and/or union environment.