



EXTERNAL NOTICE OF POSITION OPENING

Date of Posting: February 22, 2023 **Posting Closes:** Remains open until filled

Position: **Assistant Business Manager (Confidential)**

Application: Send résumé to:
Arizona Education Association
Jessica Swanson
345 E. Palm Lane
Phoenix, AZ 85004

Or via email at jessica.swanson@arizonaaea.org

Once a résumé is received, we may send an AEA Employment Application. The AEA Employment Application must be completed for consideration of employment.

Staff Relationship: Reports to and is supervised by the AEA Business Manager and Executive Director.

Duties: Accounting -- Serves as the Controller

- Ensures accuracy of all the accounting and financial records for the AEA general fund, Fund for Education, Education Improvement Defense Fund (EIDF), and Great Schools Now - including payables, receivables, payroll, tax reporting, bank deposits, and bank statements.
- Maintains accurate files relating to all aspects of the accounting functions.
- Provides administrative support for the expense reporting system.
- Recommends changes necessary to make the systems more effective and implements the changes upon approval.
- Assists the Business Manager by reviewing, analyzing, evaluating, and preparing information and issues relating to the financial interests of the AEA including, but not limited to:
 - completion of monthly financial reports;
 - cost analysis and projections;
 - generate financial forecasts;
 - assists with preparation necessary reports (i.e., elections, Federal 990, pension, social security, etc.) accurately and timely; ensures validity of data compiled and reported as required
 - recommends procedures relating to travel and expense invoices, vouchers, and related documentation
 - assists audit preparation

HR/Payroll -- Performs work that requires access to sensitive employee and personal information, including:

- Assists with onboarding and off-boarding processes.
- Responsible for semi-monthly payroll processing.
- Maintains accurate employment records, as well as insurance and pay records for all AEA employees, ensuring that they are informed about the benefits and related options available to them.
- Coordinates open enrollment process for benefits and provides administrative support for the leave tracking system.

Management Support – Liaison to the Executive Director for sensitive employee disciplinary matters and other sensitive and confidential tasks as assigned by the Executive Director, especially related to employee/employer relations. Assists with preparation of materials for various management meetings that may include information of a confidential or sensitive nature such as preliminary discussions involving AEASO/AEA matters.

Other – As assigned.

Basic Skills & Qualifications:

- a. Exceptional organization and administrative skills detailed and process-oriented with high attention to detail.
- b. Strong analytical skills, able to summarize and present data in a useful and effective format.
- c. Able to manage deadlines and responsibilities effectively.
- d. Proficient in use of the *Microsoft Office* package, including Microsoft Word, Excel, Outlook, Power Point, and other online programs as needed.
- e. Written communication skills, including ability to draft correspondence, document processes and proofread documents.
- f. Interpersonal skills, including the ability to work individually and as part of a team.
- g. High ethical standards and respect for confidentiality.
- h. Experience with QuickBooks, Bill.com, Smart Data, and Paylocity preferred.
- i. Five years of experience in non-profit accounting preferred.
- j. Bachelor's degree in accounting, finance, or related field is preferred.
- k. CPA or public accounting experience preferred.

Salary:

Compensation commensurate with experience and training.

Benefits:

Excellent benefits including medical, dental, life insurance, pension and generous leave package.

The AEA is an equal opportunity employer with an affirmative action employment program.