

Job Title: Business Manager
Department: Business Office/Membership
Reports To: AEA Executive Director
FLSA Status: Exempt
Date Created: April 20, 2018
Salary: Negotiable depending upon experience and qualifications

ABOUT THE ALABAMA EDUCATION ASSOCIATION:

Alabama Education Association (AEA) is the largest education association in the state of Alabama. AEA is an advocate organization that leads the movement for excellence in education and is the voice of education professionals in Alabama. Our mission is to promote education excellence.

Alabama Education Association provides legal assistance, professional development opportunities, great membership benefits, and a strong voice for education in the Alabama Legislature. AEA serves as the advocate for its members and leads in the advancement of equitable and quality public education for Alabama's diverse population.

POSITION SUMMARY:

This position manages the department that has responsibility for all administrative, human resources and financial functions of the Association, including accounting, budgeting and reporting, investment management, payroll and employee benefits management, membership processing, information technology, and property management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervisory Controls: Governance determines the overall goals and objectives of the Association. The Executive Director and Business Manager determine the overall performance expectations of the Business Office, establish the general time frame in which the work is to be accomplished, and provide guidance and support in the handling of unusual situations. The incumbent, having developed a thorough knowledge of the organization's policies, programs and operations, initiates and carries out all assignments with minimum supervision.
- Guidelines: Limited guidelines are available for some phases of the work, e.g., Board of Directors Policy, Committee guidelines, budgets, Strategic Plan, accounting principles and practices. The incumbent uses judgment to locate, select and apply the appropriate guide(s) to achieve the best possible results. In addition, based on knowledge and training, makes recommendations for improving existing guidelines
- Complexity: The incumbent in this position performs a variety of managerial functions ranging from routine to complex (developing and maintaining vendor relationships, supervising Business Office staff, conducting meetings, negotiating contracts, developing plans, budgets, reports and correspondence).
- Scope and Effect: The purpose of the Business Officer is to provide leadership and direction to the Business Office and the overall Association in matters of financial management and administrative operations, as well as property management. Accuracy, timeliness and acceptability of the work performed affect the entire organization, the members, and other staff. The incumbent is expected to keep current with information and professional skills through continued self-development activities.

Specific Duties and Responsibilities (including, but not limited to):

- Supervise and manage the administrative and financial activities of the Association to ensure the efficient and effective delivery of services.
- Supervise Business Office employees, providing guidance, direction, training and evaluation. Develop a team environment that works cohesively to achieve Association objectives.
- Works with other managers and staff members to provide financial and special reports as requested for the Executive Director, Board of Directors, budget and other appropriate committees or commissions, including preparation and presentation of oral reports as assigned.
- Manage all Association properties and equipment, including repairs, maintenance, purchasing, and record keeping.

- Manage the accounting department, assist with budgeting, cash management, auditing and financial reporting functions. Oversee the updating and maintenance of all automated and manual accounting systems. Oversee preparation of various regulatory reports, including Federal and state income and payroll taxes, PAC filings, etc.
- Manage employee benefit programs and payroll processing. Manage the administration of 401(k) for all Association employees. Provide financial support necessary for staff union bargaining, and manage the implementation of employment agreements.
- Manage the updating and maintenance of Association membership records, including the monitoring of dues collections and payments to the affiliated organizations.
- Manage the coordination of all business office data processing, including planning, purchasing, implementation, maintenance, program development and training.
- Manage staff skills training and development to ensure all department staff members have a demonstrated mastery of the business systems critical to the success of the association.
- Perform other appropriate duties as necessary, approved and assigned by the Executive Director.

Key Competencies:

- Extensive knowledge and experience in business office management functions, including financial reporting, planning, budgeting, cash and investment management, internal auditing, accounts payable, federal and state tax filings, and automated accounting and CRM systems.
- Responsible for the design and maintenance of appropriate internal control systems to insure compliance with applicable regulations and safeguarding the Association's assets.
- 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.
- Property management experience relative to building maintenance and administration.
- Knowledge and experience in managing employee benefit programs, payroll and all other functions related to human resources.
- Knowledge and experience in managing a broad range of administrative functions.
- Outstanding 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.
- Ability to manage multiple diverse functions simultaneously, effectively responding to constantly changing priorities.

QUALIFICATIONS/REQUIREMENTS:

- Minimum of five (5) years of successful experience with accounting, business administration practices and functions, including complex automated business systems, and Microsoft Office tools
- Demonstrated successful experience in broad administrative and general office manager responsibility
- Demonstrated successful experience in managing a department including processes, programs and people
- Effective writing and oral presentation skills
- Skills necessary to fulfill the job responsibilities as listed below
- A valid Alabama driver's license and the ability to travel as directed

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other duties, as assigned by their supervisor.