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myUEA.org

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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT
ADMINISTRATIVE SUPPORT PROFESSIONAL

Date of Posting:	June 20, 2024	Closing Date:	July 21, 2024
Interviews:	Around August 7-9, 2024	Employment Date:	September 3, 2024
Salary:	Starting salary will be commensurate with training and experience. Range: \$40,688-\$51,145 Generous benefit package (medical, vision, dental, retirement, and paid leave)		
Classification:	Full Time/Non-Exempt (non-supervisory, overtime eligible)		

Organization and Position Summary

The Utah Education Association is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers and campus student organizations. Local affiliates of the Utah Education Association participate in a Unified Services (UniServ) Program through the National Education Association. The Jordan "UniServ" (or Regional Unit) is comprised of two (2) local affiliates that include Jordan and Canyons Education Associations, representing more than 1800 educator-members and association leaders within the Jordan and Canyons school districts. Under the general direction of the Jordan UniServ regional director(s), this position provides administrative and clerical support for member driven initiatives of the UniServ. This position is located at the UEA headquarters building in Murray, UT, with some flexibility for virtual/hybrid work. The Jordan Administrative Support Professional reports directly to the UEA UniServ Coordinator.

Essential Functions

- Work closely with elected association leaders engaging in various activities such as school visits
- Perform bookkeeping responsibilities, including accounts payable/receivable, check processing, bank deposits, account reconciliation, general ledger maintenance, and annual audit preparations for two local associations.
- Coordinate with two school districts for converting members from payroll deduction to paying dues through AutoPay. Processes dues collected through AutoPay, check and payroll payments. Reconciles dues payments.
- Perform accounting related functions in an organized, accurate, and timely manner. Provides clear accounting records for review on a regular basis.
- Process and maintain web-based membership data systems for two separate entities.

The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.

- Responsible for office coordination including phones, deliveries, visitors, and other varied clerical duties such as meeting preparations, mailings, spreadsheets, PowerPoint presentations, copying and preparing handouts, assembling documents, etc.
- Require excellent problem-solving skills such as scheduling or rearranging work to meet deadlines.
- Demonstrate ability to be self-motivated; prioritizes and manages duties efficiently, without constant supervision.
- Maintain confidential and historical files and governing documents;
- Draft letters and other oral and written communication;
- Minimal local travel; valid driver's license required;
- Minimal evening and weekend work may be necessary;
- Other duties may be assigned

Qualifications

- Associate degree or a minimum of two years' recent experience in a similar position performing similar duties required;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Exceptional attention to detail;
- Excellent computer skills including typing, knowledge of Microsoft applications (Word, Excel, PowerPoint, Teams, etc.), Google applications (Docs, Sheets, etc.), QuickBooks or other accounting programs, Adobe, etc.;
- Experience with or ability to learn and utilize other databases, software programs, etc.;
- Experience performing general and complex accounts reconciliation;
- Ability to handle multiple priorities, manage projects and meet deadlines through frequent interruptions;
- Requires self-direction and excellent interpersonal and judgment skills;
- Excellent oral and written communication skills and excellent customer service skills required.

Application

Candidates that are selected to interview will also be asked to complete a few administrative skills testing exercises, to be scheduled separately.

Submit a letter of interest, resume and three professional references to HR@myUEA.org.

Utah Education Association: Human Resources
 P.O. Box 57880 Murray, UT 84157-0880
 801-417-0226