The Davis Education Association is an affiliate of the Utah and National Education Associations and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah’s educators.

Date of Posting: August 8, 2023  Closing Date: August 18, 2023
Interviews: Beginning August 21, 2023  Starting Date: September 1, 2023

Salary Range: $39,000 - $49,000 (Salary will be commensurate with training and experience.)
Classification: Full Time/Non-exempt (non-supervisory, overtime eligible)
Generous benefit package (medical, dental, retirement, and paid leave)

Organization and Position Summary

The Davis Education Association (DEA) is a professional association for certified employees representing active classroom teachers, retired educators, school counselors, psychologists, administrators, and licensed education-related service providers. Under the general direction of the Davis Education Association executive director, this position provides administrative and clerical support to more than 2000 educator-members and association leaders employed by Davis School District. This position reports directly to the DEA governance and executive director.

Essential Functions

- Works closely with elected association leaders engaging in various activities such as school visits, leader meetings, and events.
- Performs bookkeeping responsibilities, including accounts payable/receivable, check processing, and bank deposits.
- Coordinates and reconciles membership dues collected through Davis School District payroll deduction and processes dues collected through check and electronic payments.
- Performs accounting related functions in an organized, accurate, and timely manner.
- Processes and maintains web-based membership data system.
- 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.
- Requires excellent problem-solving skills such as scheduling or rearranging work to meet deadlines.
- Demonstrates ability to be self-motivated; prioritizes and manages duties efficiently, without constant supervision.

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• Maintains confidential and historical files and governing documents.
• Drafts letters and other oral and written communication.
• 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.), Apple applications, Google applications (Docs, Sheets, etc.), QuickBooks or other accounting programs, Adobe, etc. Experience or ability to learn and utilize other databases, software programs, etc. Experience with 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 Cindy@dea.org.

Davis Education Association, PO Box 500, Farmington, UT 84025