

EXTERNAL NOTICE OF VACANCY

DATE OF POSTING November 17, 2022

POSITION: Membership Processor

POSITION AVAILABLE: Immediate (Flexible)

SALARY: Commensurate with Experience - as per negotiated agreement (\$16/hr+ depending upon creditable experience)

FRINGE BENEFITS: Liberal - as per negotiated agreement (Fully paid health insurance; Employer paid defined benefit pension plan; 401K Plan with employer matching contribution; and fully paid holidays, sick, and vacation leave)

RESPONSIBILITIES: See attached Job Description

QUALIFICATIONS: Candidate must demonstrate a full range of office support including computer skills and using related software for word processing, spreadsheet presentation, database and spreadsheet applications such as access and excel; use of electronic networks, such as internet, NEA platforms and databases; composing, proofreading, and editing written communications; gathering, synthesizing and reporting information; responding to written and oral inquiries; performing numerical and statistical calculations; and ability to prioritize work and deal with interruptions.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Work successfully with people.
- Associate or Bachelor Degree.
- Good oral and written communications skills.
- Knowledge of membership processing and reconciliation.
- Accounting skills.
- Work well under pressure and meets deadlines.

APPLICATIONS: Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to Melanie Engh, Paralegal/Administrative Assistant for Legal & Corporate Services, Oklahoma Education Association, P.O. Box 18485, Oklahoma City, OK 73154 or via e-mail at mengh@okea.org.

Applications will be accepted until the position is filled.

THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

OKLAHOMA EDUCATION ASSOCIATION
JOB DESCRIPTION

POSITION/TITLE: Membership Processor
PROGRAM AREA: Center for Finance and Technology
CLASSIFICATION: Associate Member Services
*SUPERVISOR/MANAGER: Associate Executive Director
MANAGER

*All staff work under the direction of the Executive Director and/or designee.

1. Use the individual and affiliates program in an effective manner. Such use should include but not be limited to: membership processing, processing of all dues dollars deposited, preparation of the necessary reports and labels and accurate and current membership records.
2. Operate the OEA dues accounting system ensuring current, accurate and complete record exists on an ongoing basis of all dues moneys collected by OEA and all dues moneys owed OEA including a follow-up system to ensure proper and timely receipt of funds.
3. Perform balancing procedure on all data processed through NEA Headquarters, specifically reviewing valid transactions, rejected transactions and resubmitted computer work. Keep such files and records as necessary. Act as liaison with Staff Specialist and others as assigned in all membership enrollment matter.
4. Maintain the official OEA list of members to ensure a current, accurate and complete record exists on an ongoing basis of the number and demographics of OEA membership.
5. Coordinate requests for data and lists, both general and specialized, with NEA Headquarters.
6. Prepare correspondence, periodic reports, and/or statistical analysis regarding membership counts, payroll deductions, demographic information, or any other membership related matters, using the computer CRT terminal. Send statements and dues billing rosters to appropriate local contact.
7. Assist program manager to develop membership enrollment forms and other material used for processing membership applications and renewals, including related direction/guidelines to members, leaders, locals, and Staff Specialist. Prepare membership materials for distribution.
8. Assist locals using the individuals and affiliate program assuring proper membership processing file maintenance and coordinating the production of labels and/or lists.
9. Reconcile payroll deductions and dues accounting records to the OEA general ledger on a monthly basis to maintain an update of the official books and records of the Association.
10. Review all membership dues and PAC contribution accounts ensuring all receivable accounts are valid and correct when established, and remain so throughout the year.
11. Monitor and control all rebates and financial assistance agreements with locals, and all dues refunds, recommending payments according to agreements, merit or constitutional mandate.

12. Perform other duties as assigned.