



A Union of Professionals

## Notice of Open Position

2023

<b>Job Title:</b>	Regional Office Manager (Senior Associate)	<b>Unit:</b>	AFTSU Confidential
<b>Job Number:</b>	AOF-52-03-0223-V	<b>Supervisor:</b>	Director, Southwestern Region
<b>Department:</b>	Organization & Field Services	<b>Annual Salary:</b>	\$103,155

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families, and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission, and we strongly encourage applications from under-represented communities of workers.

### Position Summary:

The incumbent manages the office for AFT's southwest regional office based in Denver, CO and provides operational support to the director, the AFT southwest region affiliates and national representatives assigned to the region. The incumbent supports the region by administration of the region's organizing projects and programs, as well as providing oversight and assistance to affiliate staff located in the southwest region.

### Position Responsibilities:

- Maintain and organize office operations and procedures.
- Work with Southwest Region director and organizing directors to compile data and develop financial assistance databases and reports.
- Review timesheets, expenses, salaries, and benefit costs from affiliate staff, manage payroll including submitting payments for Federal, State and local taxes, health insurance, worker's compensation insurance and pensions or providing such data as is necessary for an outside payroll firm to prepare payroll checks and tax payments.
- Review and arrange for payment of accounts payable and relevant checking accounts, as well as maintain ledgers for payroll and other transactions for organizing projects operating in the region.
- Maintain financial records and enter financial data for each project into accounting system.
- Submit requests for affiliate financial assistance and follow up to ensure disbursements.
- Collect and summarize data for informational reports and annual organizing department budget submission.
- Plan, execute and finalize regional office administrative projects as assigned by supervisor.
- Maintain standard office operating procedures and recommend management action to improve when relevant.
- Arrange meetings and coordinate conference logistics, including making travel and hotel arrangements, preparing and assembling conference materials, tracking attendance and provide information to attendees; conduct onsite registration.
- Draft and type correspondence, memoranda, and reports.
- Create and maintain records, personnel files, handle mail and answer telephone calls.
- Work closely with region's affiliates to obtain status reports on membership growth, and other tangible progresses resulting from AFT's financial assistance.
- Other duties as assigned.

### AFT is an Equal Opportunity Employer

*The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**Vaccine Requirement:** AFT requires that all staff be fully vaccinated for COVID-19.

**Knowledge, Skills and Abilities:**

- The successful candidate should possess prior office management experience with record of dependability and must assure discreet handling of all regional office business.
- Bookkeeping/accounting skills are necessary, including problem-solving and critical thinking skills.
- Use professional judgment and knowledge of AFT policies and priorities in decision-making.
- Employee must have initiative, excellent organization, and interpersonal skills, including ability to communicate effectively with staff, vendors and affiliate members.
- Ability to work well under pressure and with all levels of the organization's management and staff, as well as with the public.
- Ability to work independently and to set work priorities to ensure deadlines are met as necessary.
- Knowledge of standard office equipment and proficiency in Microsoft Office and Outlook (or willingness to train).
- Proficiency in QuickBooks accounting software is a plus. Additional training will be provided.
- Familiarity with unions and/or non-profit associations is preferred.

**Work Environment:**

Work is generally performed in an office environment; however, some travel is required.

**How to Apply:**

Applicants should submit a cover letter and resume via the following link:

<https://app.smartsheet.com/b/form/e3724b29847647e18a6c893d22a53311>

**Internal Posting Period:**

There is no internal posting period. Applicants will be considered as they apply.

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