



775 North State Street
Jackson, MS 39202
www.maetoday.org/careers

EMPLOYMENT APPLICATION

Return to: alattimore@maetoday.org

Employment Application

Position Title

Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MAE?			If so, when?
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.?			
Do you hold a valid driver's license? State?			

EDUCATION

Education	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College/University			
Post Graduate Study			
Other (including military)			

**NOTE: An official transcript of the highest degree conferred may be required, if selected.*

ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:	
Operating Systems	
Application Systems	
Networks	
Software used	
Other technology operated (<i>if applicable</i>) :	

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application on your last page. **Use additional sheets, if needed.**



COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.

EXPERIENCE: (Begin with most recent position.)

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO
Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO
Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

(Use additional sheets if necessary)

ERICA JONES
President

Announcement of Staff Vacancy

One (1) position – Accounting Associate

DAREIN C. SPANN
Vice President

SUZANNE SMITH
Secretary-Treasurer

Dr. DEBORAH B. KIRBY
Interim Executive Director

The Mississippi Association of Educators (MAE) - the most powerful and largest education professional association in Mississippi – is seeking applicants for the position of Accounting Associate. MAE is guided by the vision of excellent academic achievement for all public-school students regardless of difference. MAE is an affiliate of the National Education Association (NEA).

JOB SUMMARY: The successful applicant will be an integral part of efforts to implement the MAE’s overall strategic priorities regarding protection of public education and all the public-school professional education workers. Overall, the Accounting Associate is expected to support, promote and facilitate implementation of and adherence to the policies and programs adopted by MAE/NEA.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Perform all functions involved in maintaining a fully functional business financial system - accurately, confidentially, and timely. Tasks will include, but not be limited to: account and cost center coding, data entry, posting and reconciliation of accounts payable; ; preparation and payment of checks, invoices and vouchers, posting to ledgers, filing accounts payable documents, assisting with monthly journal entries, account reconciliations on credit cards and other accounts; assets, liabilities, income and expenses, maintaining monthly general ledger work files, financial statements, budget preparation and posting, maintaining financial records of various ancillary MEA units;
2. Perform duties related to personnel and employee benefits – such as expense reimbursements, timesheets, preparation, and distribution using ADP processes, maintaining appropriate leave records, administration of employee retirement, health, life and disability benefits, performing functions related to coding payroll and permanent records.
3. Maintain required records regarding cash and investment accounts.
4. Maintain appropriate files up to date. Adhere to deadlines as required by duties.
5. Work under the direction of Executive Director, Chief Financial Officer and the Director of Field Services & Membership; and, collaboratively with the MAE staff and periodically with staff throughout the national NEA network.

GENERAL QUALIFICATIONS:

Bachelor’s degree in accounting or equivalent combination of related training and experience (e.g., certifications in coding, Int. Bus. Accountant, Professional Biller).

- *Three or more years’ experience in producing financial information and records are accurate and complete.*

- Medium to high levels of proficiency, efficiency and knowledge of accounting software, auditing procedure/requirements, ACH, People Soft, Oracle, Microsoft Word Suite, *Billing software, Adobe, Google Workspace* and others that may be instituted.
- *Experience in situations requiring skills in organizing, analysis, producing quality work under time constraints, confidentiality and critical thinking*
- *Demonstrated ability to work independently as well as collaboratively with teams.*
- *High proficiency in ability to prioritize tasks, maintain focus and communicate effectively with diverse groups of people in various situations.*
- *Proficiency in verbal skills and writing for business.*

A strong candidate will possess the following characteristics and personal strengths:

- Self-starter; flexible; dependable; responsible work ethic; sense of humor;
- “Can do” attitude; use good judgment in decision-making;
- Understanding of problems facing public education employees and their organizations;

ADDITIONAL INFORMATION:

--The position is open and to be filled as soon as possible.

--The standard work week is 37 ½ hours per week. However, evening and weekend work may be required to complete duties periodically throughout the year. The base salary range for the position is \$40,000-\$50,000. This position is confidential and outside the staff bargaining unit. A salary offer will incorporate the chosen candidate’s work history, education/training and relevant professional experience. MAE offers a comprehensive benefits package including employer-paid health, dental, vision, life and long-term disability insurance, paid vacation, sick & personal leave, defined pension plan, and 401k retirement and a range of fringe benefits will include retirement, health, dental and life insurance, vision care, and an optional 401K retirement plan.

--Interested individuals should access maetoday.org/careers. **Complete the application. At the top, indicate the position for which you are applying. Submit the application with a cover letter and your resume to: alattimore@maetoday.org OR** via postal mail to:

Ms. Alice Lattimore, MAE Executive Assistant, 775 N. State Street, Jackson, MS 39202.

****The Mississippi Association of Educators is an equality opportunity employer for all employees with a work environment free of discrimination and harassment. ****