
DELAWARE STATE EDUCATION ASSOCIATION

Affiliated with the National Education Association

PROGRAM ASSISTANT – BUSINESS AND FINANCE SUPPORT VACANCY NOTICE

The Delaware State Education Association is seeking applicants for the position of full-time Program Assistant – Business and Finance which is based in its Dover, DE office. This position provides support for the day-to-day business and finance operations of DSEA with a priority emphasis on accounting and bookkeeping. The primary responsibility of the position is to provide ongoing administrative support for daily accounting tasks that will support our financial team. In addition, the position will provide general administrative support to DSEA as needed and time permits.

Knowledge, Skills and Abilities

Required: Familiarity in a business environment, knowledge of modern office practices; ability to maintain harmonious working relationships with other employees, members and the general public; exercises tact and discretion; possesses and demonstrates excellent communication skills; competency in Microsoft Office applications with advanced abilities in Excel, Word, and Outlook/Scheduling; proven computer skills with excellent efficiency and accuracy; ability to integrate/exchange data between Microsoft program applications and other database systems (e.g., NEA membership/accounting database); ability to work independently and prioritize multiple tasks and responsibilities.

Essential Functions

Essential functions/responsibilities of the position include the following. Other duties may be assigned to meet the needs of the Association.

1. **Finance DSEA** – Performs financial responsibilities as follows:
 - Prepares monthly closing journal entries
 - Prepares monthly bank reconciliations
 - Entry of accounts payable
 - Performs account analysis
 - Assists in audit and tax preparation support schedules
 - Assists in support of related local association Presidents and Treasurers

2. **Finance DSEA Advocacy Fund** – Performs financial responsibilities as follow:
 - Entry of accounts payable
 - Prepares monthly bank reconciliations

3. **General and administrative support for Chief Operations Officer**
 - IRS form 1099-M
 - Executive Board Stipend Letters

4. **Other duties** – Performs additional duties as assigned:
- Provides general operational support by answering phones and providing general receptionist support in a backup capacity to Program Assistants as needed
 - Provide clerical support for major projects as approved by Asst. Executive Director/Chief Operations Officer
 - Performs other duties as assigned by the Executive Director or Asst. Executive Director/Chief Operations Officer

Minimum Qualifications

- Three to five years of proven work experience as an Accounting Assistant
- Knowledge of bookkeeping and accounting best practices and standards
- Familiarity with finance regulations
- Strong math skills and the ability to identify numerical errors
- Pays strict attention to detail
- Proven experience with MS Excel and accounting software (e.g. QuickBooks, PeopleSoft)
- Organization skills
- Ability to handle sensitive, confidential information
- Associate degree in Accounting, Finance, or relevant field – preferred

Salary & Benefits

The successful applicant will be hired pursuant to the Delaware Staff Organization Collective Bargaining Agreement.

Application Deadline: June 18, 2024

Please submit a letter of application, resume, and three references to:

Laura Rowe, Chief Operations Officer / Assistant Executive Director/
Delaware State Education Association
136 East Water Street
Dover, DE 19901

You may also fax this information to Laura Rowe at (302) 674-8499 or email her at DSEAVacancies@dsea.org.