

Office Staff Job Description

Job Title: Office Staff
Classification: Associate
Supervisor: Osceola County Education Association President
Location: Osceola Service Unit

Summary:

The Office Staff works to support and administer the day-to-day office operations of the Osceola County Education Association. The Osceola County Education Association is a local option and is in Central Florida. Osceola County Education Association represents both teachers and Education Staff Professionals. Our office operates under the direction of a full-time release president.

Duties and Responsibilities:

1. Primarily responsible for opening the office
2. Primarily responsible for answering the phones, delivering messages, and communicating inner office activities to coordinate all staff
3. Primarily responsible for filing all paper and digital files for record keeping purposes (government reports, financial authorizations, agendas, and minutes from Association meetings)
4. Assists in setting up meetings
5. Maintain office supplies
6. Maintain master calendar of activities and use of building
7. Maintain and process all membership related data to include density
8. Reconcile membership database monthly
9. Prepare membership information for processing and troubleshoot problems
10. Keep records and process for pay: cash-pay, non-sufficient funds, and other delinquent account individuals
11. Track membership incentives
12. Assist with duplication and distribution of membership materials
13. Serve as contact for office equipment, computer network and backup system, telephone and voice mail system, building repairs, lawn maintenance, and pest control
14. Process and report to FEA the financial distribution transmittals
15. Receive and deposit dues
16. Prepare bills for payments or payment information required for bookkeeping purposes
17. Insure staff provide receipts and paperwork to process timely reconciliation and payments.
18. Act as Liaison with bookkeeping service and auditor
19. Perform other job-related duties as assigned by the president

Qualifications:

1. Strong communication skills
2. Strong technology skills and ability to learn new programs
3. Pass the background screening required under Florida Statute to work in schools
4. Bilingual English and Spanish communication skills (preferred)

Compensation:

Salary \$33,671-51,034 based on experience. Employer provided hospitalization, medical, dental, vision, life and long-term disability insurance, employer paid retirement, vacation, sick leave, and holidays.

To Apply:

Interested applicants are to email the following information to Janet.Moody@floridaea.org

- Letter of interest
- Resume to include experience related to the above stated qualifications and responsibilities

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