

# It's not my job!

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**Strategic Association Management**



EEO

FLSA

Recruitment

ADA

Medical Leaves

IRCA

Workers Comp

Training

Performance

Title VII

ADEA

# The Fair Labor Standards Act

was signed by President Franklin D. Roosevelt on June 25, 1938.



## Salary Basis

- \$35,568 or \$684 per week

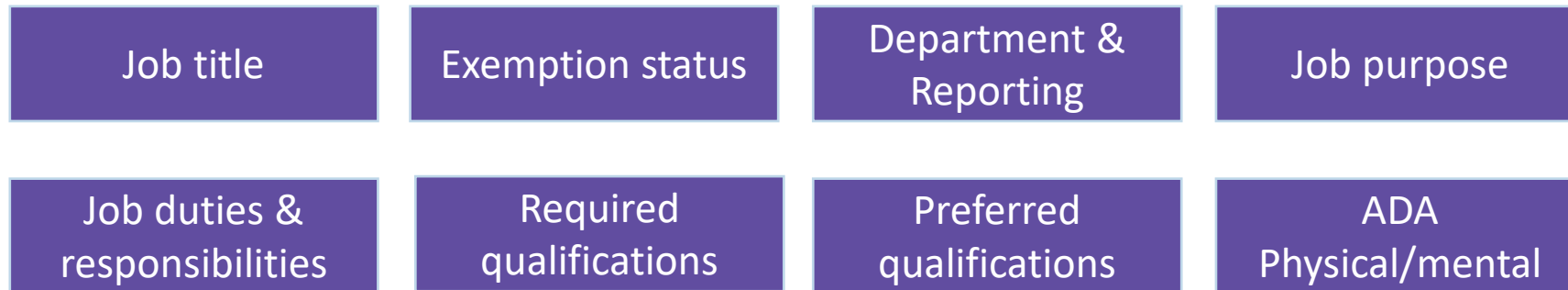
## Exemptions

- Executives (CEO, COO, CFO)
- Administrative workers (most professional staff)
- Professionals (graphic design, accounting)
- Computer (programmers)

## Primary Duties and Matters of Significance

- Office or nonmanual work related to management of general business operations
- Includes the exercise of discretion and independent judgment with matters of significance – policy interpretation

# Elements of job descriptions



# Accounting Clerk Position

We are seeking to hire a tenacious, humble A-player who can work well with a team. As the accounting clerk, you'll be responsible for bringing a positive, high-energy excitement to the finance team. You will need to have a firm understanding of general accounting principles, accounts payable, strong data entry, and the ability to multi-task in a fast-paced environment.

## Essential Duties and Responsibilities:

- Receive, verify and post invoices and requisitions.
- Review requests, prepare, process, and distribute accounts payable payments.
- Prepare and maintain accounts payable database and records.
- Respond to internal and external inquiries and record journal entries.
- Account reconciliations
- Perform day to day financial transactions including, verifying, classifying, posting, and recording accounts receivable data.

## Education/Experience, Knowledge, Skills and Abilities

- Bachelor's degree with 2-to-4 years of experience in accounting
- Excellent verbal and written skills
- Self-directed individual who also works well with a team.

**Supervisor:** Member Care Manager

**FLSA Status:** Non Exempt

**Creation/Revision:** 07/2020

**Department:** Member Care and Professional Standards

**Band:** Professional Support

**Summary:** Under the direction of the Member Care Manager and in accordance with the Association's Member Care operating policies and procedures, the Member Care Specialist provides customer service/public relations and acts as information agent to members, students, staff and the general public. Engages in a variety of duties and responsibilities that address the needs of members of the Association.

**I. Essential Duties and Responsibilities:** These essential duties and responsibilities are not intended to be and should not be construed, as an all-inclusive list of responsibilities, skills, or working conditions associated with this position. While it is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties or to assign other duties as necessary.

- Accurately and in a timely fashion, processes all member transactions including new applications, office transfers, terminations, reactivations and other relevant member changes.
- Answer incoming queue calls in a timely manner and with professionalism and direct unanswerable questions to the appropriate entity.
- Direct calls to the appropriate staff/office.

# Market Pay and Pay Ranges

Title	FLSA	Current Salary	Low	Proposed Mid- Point	High	Current Salary % of Mid-point	Amount needed to bring to minimum
Member Engagement	NE	0.00	39,702.93	49,628.67	59,554.40	0.00	39,702.93

# Want help?? We're here for you!



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# THANK YOU.



#NARAEI2023



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