

Membership Records Associate

Kentucky Education Association

The Kentucky Education Association (KEA) has a vacancy for the position of Membership and Accounts Receivable Associate. This is a fulltime permanent position. The successful candidate must consent to a background check. Salary and benefits are determined by the current collective bargaining agreement. The position is located in our head office in Frankfort, KY.

KEA is the preeminent voice for quality public education. We unite, organize and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

Job description: The Membership/Accounts Receivable Associate (MARA) records and maintains Association membership records generates dues invoices to members; provides support to other Associates and performs other duties as assigned.

Education & Experience: High school diploma or GED required. Associate degree or related technical certificate preferred. At least 2 years of database maintenance (such as membership records) required. Billing and reconciliation, Microsoft Word, Excel, and Outlook, experience required. Experience with Crystal reports preferred, but not required. Database management, including the ability to generate reports using data in the system. Excellent Excel skills required. Excellent communication skills required, both written and verbal. Ability to reconcile billings monthly.

Other Requirements: Ability to maintain physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment, using technology and limited lifting and carrying related to office responsibilities. Must possess a Kentucky driver's license or have the ability to obtain one. Infrequent travel may be required.

Salary: Salary for this position is subject to experience and a contracted scale. KEA provides an excellent benefits package for all employees including defined benefit pension, health, vision, and dental plans, paid sick, vacation, and personal time.

Interested applicants should send a resume with a covering letter to:

Paul Mortell
Assistant Executive Director for Finance
Kentucky Education Association
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Frankfort
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