

Member Services and Financial Manager

Water Environment Association of Texas (WEAT)

Position Information

Job Type: Full-time

Preferred Education: Bachelor's degree or a minimum of 8 years of association experience

Salary: \$40,000 – \$52,000 plus benefits

Opportunity Summary:

The Water Environment Association of Texas is a passionate group of professionals who are committed to their work – protecting public health and the environment. We seek an individual who shares our passion for service and will be a major contributor to the continued growth and development of our organization by focusing on providing outstanding member services and financial management. If you are someone who wants to be a key team member in an adaptive organization who is focused on increasing our relevance with key stakeholders, supporting the educational enhancement and professional development of our members, and maintaining financial stability, read on.

Scope of Responsibilities:

Under the direction from the Executive Director, the Member Services and Financial Manager is self-motivated and takes initiative to anticipate and resolve problems, maintains membership communication and information systems to ensure visibility, answers membership question and needs timely and effectively, and works to produce educational conferences with emphasis on financial sustainability. This position is responsible for completing a variety of tasks including liaising with members, working with WEAT income and expenses, and entering membership and financial data.

Duties and Responsibilities:

The following list of duties and responsibilities is intended to describe the nature and level of work. It is a general list and not exhaustive of all responsibilities of the position.

Members Services:

- Entering new and renewing members;
- Invoicing expired members;
- Maintaining our membership database;
- Producing monthly membership reports;
- Liaising with members and Board members;
- Routine office tasks including answering the phone and filing;
- Fielding membership related questions; and
- Production of specialty conferences.

Finance Services

- Coding income and expenses;
- Reading and working with budgets;
- Financial reporting and documentation consistent with WEAT procedures;
- Requesting disbursements; and
- Making routine deposits.

Experience:

Membership services duties will revolve around membership data entry, membership communication, and specialty conference production. The position requires excellent interpersonal, customer service, and communication skills. Membership services duties will require a database background as well as proficiency with membership management software including but not limited to; Microsoft Excel, Word, and PowerPoint. Experience with Adobe Creative Suite or other similar graphics software is preferred.

Financial services duties will revolve around routine coding of income and expenses and requires great attention to detail. The position will require regular conversations with the WEAT bookkeeper and Executive Director regarding financial questions and issues. Experience with bookkeeping and coding financial data is preferred. Proficiency with Microsoft Excel and the ability to work with budgets is required.

Minimum Qualifications:

The applicant must have association experience including database and meeting planner experience. Graduation from an accredited 4 year college is preferred. At least 8 years of experience in association work can be substituted for a bachelor's degree. The position requires excellent organizational skills, verbal communication skills, writing skills, and the ability to multi-task. The applicant must be able to drive her/himself to various WEAT events, potentially in locations in Texas outside of the Austin area. Additional compensation for travel expenses outside the Travis County area is provided.

Notes to Applicants and Working Conditions:

The Membership Services and Financial Manager will interface with WEAT membership and Board members and is expected to conduct her/himself in a professional manner. Most job duties and responsibilities are conducted in the WEAT office. However, the position requires travel to quarterly Board meetings and approximately 4 specialty conferences a year. There will be minimal lifting of boxes and signs up to 20 pounds at specialty conferences.

Details:

The Water Environment Association of Texas is a 501(c)(3) nonprofit technical and educational organization dedicated to promoting scientifically sound environmental policy and regulation. WEAT is made up of approximately 1800 Texas professionals who dedicate their careers to protecting and enhancing our state's water resources through the design, operation, maintenance, and regulation of wastewater treatment plants and technologies.

WEAT's mission is to:

1. Meet the needs of its members for professional growth and development;
2. Educate the public on water environmental issues;

3. Benefit society through protection and enhancement of the water environment.

The WEAT office is located 1825 Fort View Road, Suite 102, Austin, TX 78704.

WWW.WEAT.ORG

Closing date: December 4, 2015 5:00PM CST

Send resumes and cover letters to julie@weat.org