

## VACANCY

### MANAGER OF BUSINESS SERVICES

Kansas National Education Association (KNEA) seeks qualified candidates for the Manager of Business Services position.

**Position Description:** The Manager of Business Services is a member of the management team, reporting to the KNEA Executive Director, and is based at KNEA Headquarters in Topeka, Kansas. This position is responsible for overseeing all administrative, technology, and financial functions of our 20,000-member labor union.

#### **Key Responsibilities:**

##### Financial Management

- Manage accounting, budgeting, cash management, auditing, and financial reporting functions.
- Maintain and update all automated and manual accounting systems.
- Oversee annual audits, campaign finance reporting to the Kansas Governmental Ethics Commission, corporate compliance reporting, and federal and state tax filings for the Association, PAC, and related entities.
- Prepare and present financial statements and reports to the Board of Directors, statewide officers, and committees.

##### Personnel and Staff Management

- Administer employee benefits, payroll processing, COBRA, Affordable Care Act requirements, attendance, and personnel records.
- Manage pension administration, 401(k), and health and welfare plans.
- Serve on the KNEA Governance Bargaining Team, providing financial analysis for staff union negotiations and implementing employment agreements.
- Supervise and evaluate business department employees; provide training, guidance, and leadership to build a collaborative team environment.
- Manage relationships with vendors that support business operations.

##### Department and Governance Support

- Oversee administrative and financial activities to ensure efficient and effective delivery of services.
- Provide logistical and data support to the Executive Director, Board of Directors, managers, and committees.
- Advise and support the KNEA Board of Directors, officers, local leaders, and committees as assigned.

##### Property and Asset Management

- Manage all KNEA properties, including financing, leasing, construction, tenant relations, and maintenance.
- Oversee Association-owned property and vendor relationships.
- Manage the Association's fleet of approximately twenty (20) leased and owned vehicles, including purchases, sales, trades, and vendor relationships.

##### Membership and Data Management

- Oversee membership processing, including rosters, billing, and collections.
- Maintain accurate membership records and monitor dues payments to KNEA and NEA.
- Coordinate data processing across multiple platforms and departments, including planning, purchasing, implementation, training, and system maintenance.

##### Technology Management

- Direct all IT functions, including hardware and software procurement, system upgrades, and vendor relationships.
- Manage servers, storage, networks, operating systems, application development, security, licensing, disaster recovery, and staff training.

- Evaluate technology needs and recommend future upgrades to support the Association and local functions.

#### Purchasing and Other Duties

- Manage the purchasing of equipment for headquarters and regional offices.
- Perform other duties as assigned by the Executive Director.

#### **Qualifications:**

- Bachelor's degree in Business Administration, Accounting, Finance, or related field, or at least five (5) years of senior-level experience in a related area.
- Licensed Certified Public Accountant (CPA) or equivalent credential strongly preferred. Candidates with a graduate degree or senior-level credentials in accounting, management accounting, or business administration will receive special consideration.
- Minimum of three (3) years of progressive experience in accounting and business administration.
- Demonstrated success in administrative and office management.
- Proven ability to develop and manage accurate budgets.
- Knowledge of computerized accounting and membership programs.
- Experience in government, nonprofit, or union environments.
- Commitment to union values, the labor movement, and public education.
- Extensive experience in accounting and financial management, including planning, budgeting, general ledger, cash management, accounts payable, audits, reporting, and automated systems.
- Strong understanding of business operations in a labor union environment.
- Experience in property management, leasing, contract negotiations, and building maintenance.
- Experience managing employee benefit programs, payroll, and personnel functions.
- Strong leadership, team management, and problem-solving skills.
- Knowledge of current and emerging technologies; ability to plan for future IT needs.
- Superior interpersonal skills, including consensus building, conflict management, and the ability to work effectively with diverse individuals and groups.
- Strong written and verbal communication skills.
- Commitment to advancing the mission and goals of the Association.
- Willingness and ability to work evenings and weekends as needed.

#### **Salary and Fringe Benefits:**

- Salary range: \$110,000–\$130,000, commensurate with experience.
- Comprehensive benefits package, including annual leave; health, life, and disability insurance; defined contribution retirement plan; and 401(k) plan.

**About KNEA:** KNEA's mission is to advocate for education professionals and unite our members, Kansans, and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world. Our vision is a great public school for every student. Our members include PK-12 educators, higher education employees, education support professionals, aspiring educators, and retired educators.

**How to Apply:** Qualified candidates should email a cover letter, resume, and five (5) references to: Sarah Meyer, Executive Assistant - [sarah.meyer@knea.org](mailto:sarah.meyer@knea.org). Applications must be received by May 25, 2026, at 5:00 p.m. CST.

#### **KNEA is an Equal Opportunity Employer.**

We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who strengthen and expand our perspectives and experiences.