



# DCTA

Denver Classroom Teachers Association

Building The Schools Denver Students Deserve



## Denver UniServ Unit – Administrative Office Assistant

**Reports to:** DUU Executive Director

**Projected Start Date:** October 1, 2024

**Location:** Denver, CO

**Position Summary:** The Denver Uniserv Unit consists of five partnering unions including DCTA, DAEOP, ABGW, FMA, and DCTA-R. Our union is seeking a qualified candidate for an associate staff position to provide professional administrative support to the Denver UniServ Unit's local leaders, UniServ Directors, Executive Boards, Association Representatives, and rank and file members. Because this position balances a variety of responsibilities, a high degree of flexibility, professionalism, significant initiative and attention to detail are required. The ideal candidate will have an understanding of bookkeeping principles and practices in a non-profit environment, extensive computer literacy and a commitment to social justice and the labor movement. Familiarity with the operations of a membership organization or labor union operation are preferred, as is familiarity with public education. This is an opportunity to work in a dynamic and growing organization, dedicated to ensuring great public schools for all students and educators.

### **Office Responsibilities:**

- Oversee day-to-day operations of the Association office and manage all aspects of assigned projects.
- Maintain and organize official membership records, documents, databases, and communications.
- Assist in scheduling and organizing activities such as local meetings, activities, conferences and events. This includes booking rooms and taking care of travel needs for members and leadership.
- Maintain a high level of confidentiality regarding the Association's business and protecting the privacy of members.
- Cross training with other office staff for member support as needed.
- Other duties may be assigned in order to maximize a timely and efficient workflow.

### **Financial Responsibilities:**

- Maintain fiscal record keeping
- Produce monthly financial reports

### **Financial Responsibilities (continued):**

- Assist leadership in preparing and modifying the program's annual budget
- Maintain a financial reporting system using QuickBooks and Excel. Enter revenue and expense data into QuickBooks in conjunction with our CPA.
- Work directly with DUU's CPA to complete necessary annual tax information.
- Coordinate and prepare for year-end closing financial statements.
- Perform bookkeeping tasks involving accounts payable, accounts receivable, check processing, balancing checkbook as well as account reconciliation monthly
- Process payroll and leave requests

### **Membership Responsibilities:**

- Maintain membership records in NEA 360 database:
  - Maintain accurate records, including current contact information, such as percent of contract, leaves of absence, and cancellations
  - Run and maintain various reports
- Maintain payroll deductions, EFT and individual dues payments for all members:
  - Report new members to district payroll (bi-monthly)
  - Verify district payroll dues deduction report with membership (bi-monthly)

### **Desired Skills:**

- Proficiency with personal computers with an advanced level of skill using a variety of desktop & online software including QuickBooks, Google Drive, Microsoft Office, Canva, Wordpress, etc. as well as databases such as Peoplesoft & Sharepoint
- Accuracy, attention to detail and deadlines.
- Experience managing an annual budget process
- Ability to take initiative regarding independent problem solving
- Effective written & verbal communication skills
- Bilingual English/Spanish strongly preferred
- Efficient in an environment with evolving priorities.
- Work well independently as well as with a team.
- Customer service experience
- Writing & editing experience

**About the Denver UniServ Unit:** The Denver UniServ Unit (DUU) is the largest National Education Association (NEA) and Colorado Education Association (CEA) affiliated local-option association of educators in the state of Colorado representing more than 4,000 members.

The Denver UniServ Unit is a member-led organization that advocates for the advancement of quality public education for all and creates the schools that Denver students deserve. We represent employees of the Denver Public Schools, the largest school district in Colorado, in five local affiliates: Denver Classroom Teachers Association (DCTA) for licensed personnel, Denver Association of Educational Office Professionals (DAEOP) for non-certified office personnel,

Association of Building, Grounds & Warehouse (ABGW) for non-certified building maintenance, grounds maintenance, warehouse and truck driver personnel, and Facility Managers Association (FMA) for non-certified facility management personnel, and DCTA-Retired. Our members work in approximately 150 schools and in multiple additional programs and worksites.

The Denver UniServ Unit is a leader in the fight to defend the promise of public education and is a fierce advocate on racial and social justice issues. Our work focuses on ensuring fair wages, benefits, and working conditions for our members while addressing the inequalities that exist within our internal and external systems.

**Compensation and Benefits:** Salary ranges from \$43,772.98 on step one to \$73,781.48 on step fifteen of a fifteen step salary schedule. Initial salary schedule placement will be based on relevant experience and qualifications.

DUU offers fringe benefits including paid temporary (sick) and personal leave; paid vacation leave; paid parental leave; paid school district and federal holidays; paid general insurance benefits including health, dental, vision, life and disability insurance premiums; reimbursement of business related expenses in addition to provided parking and cell phone stipend; professional development stipends; and a defined contribution retirement benefit.

This position is in the Denver Unit Staff Organization bargaining unit and all working conditions and salary are covered by the negotiated collective bargaining agreement.

**Application Procedure:** Interested candidates should send a letter of interest and resume with 3 references to Amie Baca-Oehlert, DUU Executive Director, at [abaca@coloradoea.org](mailto:abaca@coloradoea.org) or the following mailing address by **September 16, 2024**.

Mailing Address: Amie Baca-Oehlert  
Denver UniServ Unit, Executive Director  
1500 Grant St.  
Denver, CO 80203

### **The Denver UniServ Unit is an equal opportunity employer.**

We value hiring staff who come from communities similar to the students we serve. We especially encourage women, people of color, LGBTQIA people, transgender and gender non-conforming people, and people with disabilities to apply. Please contact the Denver UniServ Unit Office at (303) 831-0590 to request an accommodation during the application process.