

**Business Manager
Job Description
2021**

The Business Manager of the International Alliance for Invitational Education (IAIE) is appointed by the AIE Board of Trustees and is accountable to the Executive Director. The Business Manager is given general charge from the Board to provide financial and membership documentation for the Alliance by developing, maintaining, and producing all financial documents, assisting with the development of the annual and conference budgets, monitoring expenses, issuing invoices, checks, and income with regard to the related program or purpose and by handling all finances related to the IAIE store and annual world conference. The Business Manager will process online orders and maintaining accurate membership records

Specific Duties:

Financial

1. Record cash receipts and make bank deposits. Codes all income and expenditures with regard to the program or initiative
2. Produces and issues invoices, and insures that receivables are collected promptly
3. Pays supplier invoices and contractor fees in a timely manner
4. Reconciles checking and PayPal accounts monthly
5. Provides monthly transaction reports to Executive Director, Treasurer, and Trustee Chair
6. Prepares quarterly Income Statement
7. Submits quarterly statement to the Board one(1) week prior to meeting
8. Processes all IE store orders (online and mailed)
9. Participates in the development of the annual budget
10. Assists with the development of the World Conference budget
11. Completes federal 1099 forms for all independent contractors
12. Provides information to the external accountant who prepares the tax return
13. Disperses Royalty payments quarterly
14. Responsible for all legal documents and required filings with the IRS, states in which IAIE does business
15. Assists the Chair in creating the agenda for the Board meeting
16. Distributes reports, policy updates and related documents
17. Supervises the financial records of IAIE, citing concerns and making recommendations to Board
18. Develop an annual operating budget
19. Oversees legal responsibilities associated with a 501-c-3 organization
20. Secures and oversees renewal of IAIE's liability insurance and requests certificates of insurance for exchange and school visit sites in the US as requested
21. Oversees IAIE's historical files (Board minutes, policies, contracts)
22. Ensures that print copies of the JITP are created and shipped to all EBSCO subscribers, JITP editorial staff and authors, and that the JITP editor sends new volumes of the JITP to ERIC
23. Secures and submits quarterly reports from IE chair persons

Clerical

1. Serves as the secretary to the Board of Trustees
2. Attends all quarterly meetings
3. Records and submits minutes at all quarterly meeting
4. Establishes and maintains the official PO Box for IAIE
5. Maintain IE records
6. Reviews/monitors email notifications
7. Updates annual Secretary of State Corporation Report
8. Secures and updates state Tax-Exempt certificates including applying for new certificates where IAIE business occurs (annual World Conference site, HK Project Office, and IAIE headquarters)

Membership

1. Maintains the official membership of IAIE
2. Work with webmaster/technology coordinator to oversee and make changes/corrections/updates as needed to the membership data base
3. Submits monthly membership updates to the chair of the membership committee and Executive Director (new, renewal, institutional renewal, non-renewed, and potential)
4. Invoices Hong Kong Center for new, renewed, individual and institutional membership
5. Update membership directory quarterly (individual, institutional, Asia) submit as requested
6. Prepares and mails personalized letter to new members along with the FIE book
7. Prepare/ship orders for FIE books or other IAIE resources
8. Works with Regional Coordinators to engage/mobilize members/solicit potential members
9. Support Regional Coordinators in developing/implementing Project School model or additional professional development resources and opportunities

World Conference*

1. Creates and submits personalized letters of invitation as needed for international conference registrants to secure VISA applications or for employer documentation
2. Work with Executive Director to develop budget
3. Tracks and reports to Executive Director conference registration
4. Works with Executive Director and Local Conference Chair to determine inventory to be shipped and returned
5. Oversight of plaque and banners for award winners
6. Maintains data base for ISS-R award participants (Inviting School and Fidelity)
7. Creates email notification to award applicants
8. Monitors applications for Inviting School and Fidelity awards and sends names of applicants to committee chairs
9. Prepares general annual report (submits/reports at first quarterly meeting following the conference)
10. Orders plagues and banners for award winners
11. Create/maintain promotional materials (hard and electronic copies)

***Some tasks may be eliminated if conference is held virtually.**