



Office, Finance & Compliance Manager

Madison Teachers Inc. (MTI) • .8 FTE (32 hrs/week) • Primarily in-person (limited remote) • Full benefits & retirement contribution

About MTI

Madison Teachers Inc. (MTI) is a labor union representing 2,500+ teachers, educational support professionals, and clerical/technical staff employed by the Madison Metropolitan School District. MTI is committed to enforcing workers' rights, advancing racial & social justice, and ensuring quality public education opportunities for all students.

Position Summary

The Office, Finance & Compliance Manager, works with union staff to manage the financial and operational needs of the union. Reporting to the Executive Director, the Office, Finance & Compliance Manager ensures accurate membership records, financial management, compliance reporting, and efficient day-to-day office operations.

Key Responsibilities

Membership Management

- Maintain accurate membership records; reconcile with revenue reports.
- Coordinate with state affiliate; manage payment-failure workflows.
- Maintain dues structure and recommend changes based on budget/member directives.
- Manage political action committee (PAC) membership and records.

Finance & Budget

- Build and maintain the organizational budget with the Executive Director.
- Track and report revenues and expenses by budget category; prepare monthly and annual reports with Executive Director and Treasurer.
- Process payables (checks, invoices) and payment-due reports.
- Oversee union merchandise ordering, inventory, and sales.

Payroll & HR Administration

- Onboard new employees and serve as an HR resource for current staff.
- Run payroll, benefits payments, and related federal, state, or local tax reporting.
- Maintain personnel files; track vacation, sick leave, overtime, etc.
- Manage retiree benefit obligations, including HRA disbursements.

Compliance and Reporting

- Prepare materials for annual third-party financial audit.
- Issue required health-insurance notices; ensure proper 401(k) plan reporting.

- Prepare, review and transmit reports as required by state or federal regulations including Wisconsin PAC Reports.
- Ensure financial operations and reporting in accordance with MTI Bylaws and state statutes.

Office Management

- Oversee daily operations and administrative processes.
- Manage leases, utilities, and software licenses.
- Maintain office equipment and supply inventory; liaise with external vendors.
- Maintain and update policies and procedures related to financial management, compliance reporting, and office operations.

Qualifications

- Education: Bachelors in accounting, finance, business, or related field preferred; other education plus experience also considered.
- Experience: 5+ years in office management or executive support; nonprofit or labor-union compliance experience a plus.
- Skills: Proficiency in Microsoft Excel, Word, and PowerPoint; QuickBooks (or similar); experience with databases/spreadsheets and monthly reporting; excellent organization, time management, communication, and attention to detail; ability to prioritize, work independently, and collaborate with staff, members, and external partners.

Schedule, Compensation, and Benefits

- Schedule: 32 hours/week; core office hours Monday–Friday, 8 a.m.–5 p.m.; flexible within that window; primarily in-person with limited remote options (in-person may be required during probation).
- Salary: \$65,000–\$75,000 per year, commensurate with experience.
- Retirement: Employer contribution equal to 20% of salary to 401(k).
- Benefits: Generous sick leave, vacation, paid holidays; health, dental and vision insurance.

How to Apply

Interested candidates should send a resume and cover letter to:

Madison Teachers Inc.
Attn: Mone't Johnson
33 Nob Hill Rd
Madison, WI 53713

Or email materials to

Mone't Johnson at mti@madisonteachers.org.

Successful candidates will be asked to provide three letters of reference.

MTI is an equal opportunity employer and encourages applications from qualified individuals from any race, ethnicity, national origin, ability level, gender or sexual identity.