



MICHIGAN SCHOOL BAND AND ORCHESTRA ASSOCIATION

Job Posting: MSBOA State Office Secretary/Accountant (Full Time Salaried Position)

WHO MSBOA IS:

The Michigan School Band and Orchestra Association is a nonprofit corporation entering its 88th year, dedicated to improving instrumental music in Michigan.

It is a professional association of over 1000 instrumental music teachers in Michigan Schools. Founded on a single-district basis in 1934, it has grown to a 16 regional-district association in both peninsulas, serving approximately 1000 public, parochial and private schools.

Through numerous student-oriented activities such as festivals, workshops, and teacher in-service functions (district and state meetings and clinics), The MSBOA strives to provide continual growth for instrumental music.

The MSBOA State Office is located at 3899 Okemos Rd., Suite B1, Okemos, MI 48864, with a staff of 2-3 people.

POSITION RESPONSIBILITIES

The primary duties of the position are to update the Association's publications, to process the daily activities of the office and to process the daily, monthly, and yearly financial activity.

Some specific duties may include but not limited to:

- Manage daily office activity
- Handle telephone, mail, email, and website activity
- Process membership, festival, and event registrations
- Utilize MSBOA's scheduling software to create District and State festivals
- Prepare items for committee and membership meetings, workshops and events
- Process the daily, monthly, and yearly financial activity
- Prepare materials necessary for the yearly financial audit
- Update and publish the MSBOA State Band & Orchestra/Jazz Program, Yearbook, Planner, Adjudicator List, and Membership Book
- Publish program for the All-State and Spring Honors Festival

DESIRED TRAIT/CHARACTERISTICS

- Experience in an office setting (preferably 3 or more years) is a must
- Computer skills are a must
- Competent use of Microsoft Office programs is a must
- Accounting skills and mastery of QuickBooks are a must
- Competent use of the Google Suite of apps is a plus
- The ability to multitask
- The ability to communicate professionally with members of the Association, school administrators, parents, students, and the public
- Future planning ability
- Familiarity with instrumental music is a plus
- Familiarity with producing publications using software such as but not limited to Microsoft Publisher and Nitro Pro is a plus

CONTRACTUAL REQUIREMENTS/BENEFITS

- The contractual year is July 1 – June 30
- The position is salaried
- Pay periods are bi-weekly, 26 pays, checks issued on Friday
- Base salary range is \$40,000 - \$47,300 and is commensurate with the qualifications and experience of the candidate
- An additional 10% of the base salary will be paid in lieu of a retirement plan
- \$3000 will be added to the salary in lieu of insurance
- The workweek is Monday – Friday from 8:00 a.m. – 4:30 p.m.
- There are several weekend obligations and a couple of over-night events required as a part of the contract
- Expenses for weekend obligations and over-night events are covered by the Association

APPLICATION TIMELINE

Deadline for Application is June 1, 2022 at 4:30 p.m. Interviews will be scheduled during the weeks of June 6 – 10 and 13 – 17, 2022.

Candidates must submit their resume including at least 2 work related references along with a cover letter to:

Garret Ernst, Executive Director
Michigan School Band and Orchestra Association
3899 Okemos Rd., Suite B1
Okemos, MI 48864

OR

gernst@msboa.org

Further information, should you have any questions, is available by contacting Garret Ernst at (517) 347-7321 or gernst@msboa.org.