



Delta Pilots Mutual Aid (DPMA) Job Description Business Administrator

Job Title: Business Administrator

Reports To: Operations Manager

DPMA:

DPMA is a membership based 501(c)(9) nonprofit established with the premise of “Pilots Helping Pilots®.” Our mission is to financially benefit, guide, and support our members affected by disability.

Job Summary:

DPMA is seeking a highly skilled and experienced Business Administrator to join our dynamic team. The successful candidate will play a pivotal role in overseeing and managing our organization’s financial transactions while ensuring compliance and supporting strategic planning and improving operational efficiency. This position requires a strategic thinker with strong analytical and organizational skills and a proven track record in business operations and financial principles.

Responsibilities:

1. Financial Management:
 - Manage the accounts payable process, ensuring timely and accurate payments.
 - Process, verify, and reconcile invoices.
 - Monitor expenses and track payments.
 - Maintain vendor relationships and resolve payment issues.
 - Prepare financial reports and analyses related to financial data.
 - Assist with audit support and other financial tasks.
 - Assist in the development and management of budgets.
 - Complete financial reports, end-of-month reconciliations and monthly cash flow report.
 - Manage the bank and trust accounts with direction from the Treasurer.
2. Membership:
 - Reconcile DPMA dues received with dues paid by individual pilots and process invoices for underpaid dues amounts.
 - Process Member beneficiary forms.
 - Assist with Member processing.
3. Office/Board of Trustees Support:
 - Take notes during Board meetings, transcribing and typing up minutes, and preparing minutes for approval.
 - Arrange transportation for group events.
 - Manage hotel reservations for Board members and staff.
 - Assist with Board meeting preparations.

4. Compliance and Risk Management:
 - Ensure adherence to relevant laws, regulations, and company policies.
 - Identify and mitigate potential risks related to administrative processes.
5. Strategic Planning:
 - Support strategic planning initiatives.
 - Develop and implement plans to achieve business objectives.
6. Process Optimization:
 - Analyze accounts payable data to identify trends and areas for improvement.
 - Develop and implement accounts payable procedures and controls.
 - Monitor expenses and implement cost-saving initiatives without compromising quality.
 - Evaluate and streamline administrative procedures to improve workflow and resource utilization.
 - Identify opportunities for automation and technological enhancements to drive efficiency.
7. Communication and Collaboration:
 - Foster effective communication between all entities associated with DPMA to ensure seamless coordination.
 - Collaborate with other team members to implement organizational initiatives and support daily operations.
 - Collaborate with the Treasurer and Finance Committee to maintain the viability of DPMA's financial accounts.
8. Vendor Management:
 - Assist in managing relationships with key vendors and service providers.

Skills and Qualifications:

1. Organizational Skills:
 - Strong attention to detail and accuracy
 - Proven ability to manage multiple tasks and priorities with attention to detail.
 - Strong time-management skills.
2. Communication Skills:
 - Excellent written and verbal communication skills.
 - Ability to communicate effectively with the Board of Trustees, team members and external entities.
3. Tech Proficiency:
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and other relevant software.
 - Experience with accounting software such as QuickBooks.
4. Problem-Solving:
 - Strong analytical and problem-solving skills.
 - Proactive in identifying and addressing challenges.
5. Interpersonal Skills:
 - Ability to build positive relationships with team members and external entities.
 - Approachable and solution-oriented demeanor.

Education and Experience:

- Bachelor's degree in business administration, management, finance or a related field preferred.
- Experience with financial reporting and analysis desired.
- Knowledge of business operations and financial principles desired.

If you are a motivated individual with excellent organizational and communication skills, and you are passionate about supporting a community-driven organization like Delta Pilots Mutual Aid, we invite you to apply for the Business Administrator position. Join us in making a positive impact on the lives of Delta pilots and their families.

Pay and Compensation:

1. PTO: 20 Days; increases per Employee Handbook
2. Health Care Stipend: \$1,000/month
3. 401(k): 5% matching contribution by DPMA per year based on full pay
4. Bonus: Eligible for annual performance-based bonus
5. Location: Hybrid (In-Office (Atlanta)/Remote) once proficient in position