

MEA Financial Services is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MF 05-21-22

DATE OF POSTING: August 8, 2022

TERMINATION DATE FOR APPLICATIONS: August 15, 2022

POSITION: **IT MANAGER**

COMPENSATION/BENEFITS: Grade M8

STAFF RELATIONSHIP: Responsible to Bruce Reaume
Executive Director

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

SCOPE / EMPHASIS

MEAFS' IT initiatives focus around the information technology needs required to provide investment advisory and property, casualty and life insurance services. Typical IT projects are small to medium custom developed applications required to support sales, marketing, membership, billing, common remitting, financial and insurance related regulatory compliance and financial analysis.

MEAFS' IT Manager will be responsible for supporting in-house custom designed applications (recordkeeping is the responsibility of third party partners) at a minimum the following types of investment and insurance products:

- Tax-Deferred Annuities
- Individual Retirement Accounts
- Mutual Funds
- Single Premium Deferred Annuities
- Life Insurance
- Auto/Homeowners & other insurance
- MEA Credit Card
- Investment Advisory Services

BASIC PERFORMANCE EXPECTATIONS:

Work involves programming and system analysis on one or more major computer systems and is responsible for working with management in the strategic development, planning and implementation of the MEAFS' information systems and applications.

Work involves meeting with the end user of the systems and personnel to understand problems and designing and documenting solutions and plans to execute that solution, including estimating the time it will take to complete the solution. The work requires developing an approach for the solution that best meets the goals of the assignment, runs efficiently in the computing environment and can be efficiently maintained. Work includes implementation of the project within the team and providing timely and accurate updates as to the status of the completion of the project.

Work includes developing and adhering to MEAFS or project IT standards and procedures.

Work requires keeping up with new developments in the field of computing, particularly as they relate to MEAFS. Specifically, this position is responsible for learning and using new languages, approaches to programming, databases, utilities, operating systems, or hardware as need to complete tasks.

Work includes acting as MEAFS's representative with respect to business and technical relationships with third party IT providers including but not limited to MESSA ITSS.

Is responsible for the budgeting, planning, deployment, management, operation and support of MEAFS' information technology plan in conjunction with management team.

Work includes acting as a resource for MEAFS staff and field representatives for various hardware, software and related issues.

This job requires the ability to establish and maintain effective working relationships with staff and management as well as outside business partners.

ASSIGNED DUTIES:

Design, develop, document, and test new applications and maintain current applications including but not limited to Customer Information System (CIS), Paradigm Remitter Processing (PRP), Commission Management System (CMS), and SIGMA Group Term Life administrator system.

Process monthly SPARK data and billing instructions.

Support third-party package installations.

ASSIGNED DUTIES (continued):

Research solutions for the design of a computer application. Develop specifications for study and evaluation activities.

Perform all testing required to ensure the system delivered to the user meets the user's expectations and specifications.

Responsible for project management and the delivery of a project.

Meet with users as necessary to develop requirements and understand specifications for programs, provide training on new systems or system enhancements and answer questions related to technology.

Prepare and make presentations on various IT related topics to other members of the staff.

Represent MEAFS at assigned IT user group meetings and conferences.

Acquire knowledge of the terminology and services of MEAFS.

Meet deadlines for reporting requirements.

Process monthly commission functions for reporting to MEA payroll on behalf of Field Representatives.

Provides direction and advice for the allocation and prioritizing of key information technology investments.

Participates in corporate level strategic planning process with respect to IT needs and overall company goals and plans.

Provides IT related services that insure that the IT systems required by MEAFS to execute its business are in compliance with any regulatory constraints.

Ongoing familiarization with the operations of a broker-dealer, Registered Investment Advisor and Insurance Agency and the resulting regulatory constraints.

Ensures that the organization has appropriate management processes in place to develop and manage the:

- MEAFS's information resources
- Planning, acquisition, deployment support of information technologies
- Application software acquisition, development, enhancements and support
- Relationships with any outside providers of information technology

ASSIGNED DUTIES (continued):

Perform other job-related duties as assigned from time to time.

MINIMUM QUALIFICATIONS:

Education and experience:

Bachelor degree in computer science or information systems and three to five years of programming experience, or

Bachelor degree and formal study in computer science including programming, systems development, data base theory, and application development and five to seven years of recent programming experience, or

Acquisition of FINRA Operational Professional License within 180 days of employment.

Knowledge of current hardware, software, operating systems, databases, languages, and utilities.

Demonstrated ability to design, develop, test, document, and support computer applications.

Ability to communicate tactfully, courteously, and effectively.

July 27, 2022