



**CHIEF FINANCIAL OFFICER (CFO)
Hartford, Connecticut**

About Us:

The Connecticut Education Association (CEA) is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The CEA has an exciting opening for the position of Chief Financial Officer. The CFO reports to the Executive Director and works to accomplish the mission, vision, and strategic goals of the CEA, which serves teachers, grades Pre-K through 12.

Duties and Responsibilities:

- Serves as a strategic partner with the Executive Director, Managers and Governance to provide vision, direction, and guidance for CEA's fiscal health, growth and success.
- Helps identify, recommend, and implement the best and most effective management practices for all aspects of CEA's fiscal programs and responsibilities.
- Helps identify, recommend, and implement advanced and reliable technological systems and support for all CEA fiscal programs, all CEA information technology systems, and interfaces for staff and members.
- Is prepared to lead in a technological world of "continuous change" that requires up-to-date fiscal management systems for the benefit of members and staff.
- Makes informed and well-supported recommendations to the Executive Director, Governance, and the Board of Directors to ensure long-term fiscal health and budget stability.
- Provides regular analysis of CEA's pension and other investments in conjunction with the work of CEA's financial advisors and consultants and reviews the performance and costs of such advisors and consultants.
- Provides regular analysis of CEA's ongoing contracts, reviews the performance of vendors and consultants, and recommends and oversees regular procurement, request for proposals (RFP), and/or bidding schedules.
- Provides recommendations for ease of use for all financial and membership transactions with CEA.
- Finance, budgeting, and fiscal responsibilities, including oversight of membership registration and revenue, and serving as liaison with investment and financial consultants.
- Management of the Finance and Administration Department, including the accounting, mailroom, print shop, information technology and membership records operations.
- Performs other appropriate duties as necessary, approved and assigned by the Executive Director.

CFO Oversight and Responsibilities:

I. Finance, budgeting, and fiscal responsibilities, including oversight of membership revenue, and serving as liaison with investment and financial consultants:

- Manages all accounting procedures for fiscal matters including accounts receivable and payable, dues receipts and payments, and month-end accounting activity.
- Coordinates timetables for regular review and bidding of all significant contracts and services.
- Handles contacts with banks and fiscal entities for account activity for CEA, the Connecticut Education Foundation (CEF) and the political action committee (CEA-PAC). Maintains relations with primary vendors, the National Education Association (NEA), auditors, actuaries, and benefit plan administrators and providers.
- Manages and provides support for outside annual audits. Compiles information for review, retrieves records and prepares exhibits to ensure a complete and thorough process.
- Develops and delivers workshops and training materials to help local association/affiliate treasurers fulfill their elected responsibilities. Assists them in preparing IRS tax filings and performing other fiscal duties.
- Works with the Employee Relations Specialist to have familiarity with the items that are managed by the Employee Relations Specialist and have fiscal impacts: employee benefit programs, payroll processing, health insurance, employee expenses, and personnel record keeping.
- Provides financial support as necessary for staff union bargaining.
- Manages the updating and maintenance of CEA membership records, including the collection and monitoring of dues payments to CEA and Affiliates.
- Works collaboratively with the Executive Director, Managers, and Governance to develop CEA's operating and capital expenditure budgets.
- Works with staff accountant to ensure all CEA accounts are reconciled and financial statements are produced in a timely manner.
- Oversees the administration and accounting of the CEA pension, VEBA, and 401(k) plans.
- Serves on the Investment Committee regarding CEA's investments as well as CEA's defined benefits plan.

II. Property management and oversight of CEA's main office and any satellite offices, and acting as a liaison with any related consultants:

- Supervises the contracted property management, and leasing agent firm's performance and delivery of services. Oversees all CEA properties, including financing, leasing, construction, moving, tenant relations, maintenance, and records.
- Works to maximize occupancy and rental rates through knowledge of local area, tenant requirements, and sound management practices. Works with CEA's consultants to negotiate new leases and lease renewals.
- Coordinates the physical management and maintenance of the facilities. Works with CEA's consultants to maintain relationships with contractors and service companies, budgets capital investments, when necessary, to maintain a high-end commercial property with maximum return potential.
- Manages the purchasing of all equipment for the headquarters and regional offices.
- Oversees the reconciliation of membership accounts.

III. Oversight of information technology resources:

- Provides advice and guidance to the Executive Director, Board of Directors, and appropriate committees regarding strategic improvements and future developments affecting CEA's telecommunications and information technology systems.
- Manages CEA's Information Technology Associate, who oversees the telecommunications and information technology systems, including the internet-related services, Wi-Fi, connectivity, computer equipment and peripherals, and mobile and office telecommunication services.
- Works with the Information Technology Associate to monitor IT performance and develop strategies to significantly improve information processing and retrieval systems and works with the Employee Relations Specialist to provide training to staff as needed.
- Works with the Information Technology Associate, vendors, and consultants to continuously identify IT needs and develop cutting edge solutions for the CEA and locals.
- Works with the Communications Department, to ensure convenient interface of financial programs and transactions within the CEA website and other digital outlets.

IV. Management of Finance and Administration Department, including the mailroom and print shop operations:

- Manages all staff in the department to help accomplish the objectives and responsibilities above and herein.
- Oversees and manages staff involved in printing, purchasing, and mail distribution functions and activities.
- Works effectively in a cooperative team environment.
- Takes initiative to assist others when workload permits and exhibits ability to gain support from others when needed.
- Performs other appropriate duties as necessary, approved and assigned by the Executive Director.

V. Organizational oversight:

- CEA governance determines the overall goals and objectives of the Association. The CEA Executive Director determines management and oversight of staff in carrying out CEA's goals and objectives. The CFO, having developed a thorough knowledge of the organization's policies, programs, and operations, initiates and carries out assignments with minimum supervision.
- Appropriate guidelines are available for some phases of the work, such as CEA Board policies, CEA Commission or Committee guidelines, budgets, strategic plans, expense reporting and accounting principles and practices. The CFO uses their judgment to locate, select and apply appropriate guides to achieve the best possible results.

VI. Complexity:

- The CFO performs a variety of managerial functions ranging from complex to routine, including developing and maintaining outside relationships, conducting meetings, negotiating, developing plans and budgets, managing outside vendors and contractors, and supervising a diverse staff.
- The accuracy, timeliness, facilitation of fiscal initiatives, and overall work of the CFO and Finance and Administration Department has a significant impact on the entire organization, its members, and staff.

Qualifications and Experience:

- Master's degree in accounting, Finance, or Business is preferred.
- A minimum of 15 years of experience with at least five years in a supervisory or managerial role.
- Project management skills and prior management/supervisory experience are required.
- Certified Public Accountant (CPA) is preferred.
- Demonstrated expertise in strategic planning, financial management, information technology oversight, operations management, monitoring/forecasting cash flow needs, property management, budgeting, and benefit administration.

Knowledge, Skills and Abilities:

- Extensive knowledge and experience in accounting and financial management functions, including planning, budgeting, accounts payable, accounts receivable, audits, IRS regulations, payroll, and employee benefits, investment oversight, and financial reporting in a timely manner.
- Knowledge of sound financial property management principles, profit and loss, budgeting, reporting requirements, administration liability and risk management.
- Knowledge of information technology systems, including planning, purchasing, implementation, maintenance, program development and training.
- Ability to manage multiple tasks simultaneously, as well as anticipating and planning for upcoming deliverables.
- Creative problem-solving and excellent communication skills.

Work Environment:

- The work is performed in the office (not work-from-home), with meetings in-person and online.
- The work will require some evening and weekend work and travel.

Compensation:

- \$186,612-\$203,576 based on experience.
- Benefits, including pension, 401(k), health care, paid holidays, and annual leave.

Interest:

- Interested applicants should email a cover letter and resume to CEA Employee Relations Specialist, Sonia Greenhagen at soniag@cea.org, by the close of business on September 13, 2024.

This job description is for identification and administrative purposes. It is not intended to be a complete statement of all duties which may be assigned by the Executive Director.

The Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.