



Job Title: Deputy Executive Director of Business and Finance

Position Description:

The Deputy Executive Director of Business and Finance collaborates closely with the Executive Director to support the mission, vision, and core values of the National Education Association Rhode Island (Association). The Association serves and supports K-12 teachers, K-12 education support professionals, higher education faculty and staff, and state and municipal employees. The Association advocates for great public schools, well-paying jobs, and strong communities for all.

This position is responsible for the operations of the business and finance department of the Association.

Specific Duties and Responsibilities:

- Finance and Accounting:
 - Manage all financial operational activities of the Association and related entities to include accounting, payroll and benefits administration, membership, financial reporting, budgeting, audit preparation, tax and DOL compliance, cash and investment management.
 - Manage the updating and maintenance of accounting systems.
 - Manage banking and investment relationships.
 - Prepare financial statements and Board reports for the Executive Director, Association Officers and Executive Committee, and Budget Committee.
 - Provide the Association's public accountants with supporting financial information and documents for the annual audit, tax returns, and DOL reporting.
 - Maintain relationships with third-party providers and consultants, the National Education Association representatives, Association auditors, actuaries, and benefit plan administrators.
 - Provide local associations with adequate training and tools to ensure sound financial practices at the local level and provide guidance on financial matters as needed.
 - Prepare the annual budget for the Association in consultation with the Budget Committee.

Information Technology Support:

- Oversight of Information Technology needs and resources in consultation with Association Information Technology vendor/provider.
- Determine technology needs for the Association in conjunction with IT provider and evaluate and identify necessary hardware and software purchases.

Human Resources:

- Oversee and act as administrator for Association staff benefits and retirement plans.
- Act as point of contact for health and dental care plans, 401k plan, and NEA multi-employer pension plan.
- Assist in hiring Association personnel and provide new hire onboarding documents and processing.

Other:

- Coordinate and review bidding of all significant contracts and services.
- Manage Association Headquarters building and all associated property including purchasing, maintenance, and recordkeeping.
- Manage the Membership Department including oversight of processing and updating Association membership records and dues payment collection for NEARI and NEA.
- Oversee NEARI Member Benefits program.
- Supervise two accounting and membership staff.
- Perform other appropriate duties as necessary and assigned by the Executive Director.

Education:

- Bachelor's degree in accounting, business administration, or finance.
- Certified Public Accountant, Certified Management Accountant or master's degree in accounting, finance or business administration preferred.

Qualifications and Experience:

- Minimum of 8 years progressive accounting experience.
- Nonprofit accounting experience.
- Knowledge of DOL LM-2 reporting preferred, but not a requirement.
- Experience with Great Plains software preferred.
- Demonstrated successful experience in broad administrative and general office management responsibilities.
- Ability to gain working knowledge of the NEA Membership system.
- Extensive knowledge and experience in accounting and financial management functions; strategic planning, strategic budgeting, cash and investment management, audit and tax preparation.
- Excellent written, oral, presentation, and public speaking skills.

- Proficient in Microsoft Office software.
- A strong commitment to labor movement values.
- Experience working in a union environment preferred but not necessary.
- Alignment and in support of Association mission, vision, and core values.
- Effective team leadership skills and creative problem-solving ability.
- Knowledge and experience in managing payroll, employee benefits programs, and personnel functions.
- Superior interpersonal skills working closely with Association management and staff, Association officers, and Executive Committee members, as well as local labor leaders and members.
- Strong organizational skills with the ability to manage multiple tasks and projects simultaneously.

Working Environment:

Work is performed at the NEARI Headquarters building with meetings both in-person and online. The work requires some evening and weekend work, as well as some in-state travel.

Reporting Relationship:

Reports directly to the Association Executive Director.

Salary and Fringe Benefits:

Salary is commensurate with qualifications and experience. Fringe benefits include annual and sick leave; medical, dental, and vision insurance; life and disability insurance; pension; and 401(k) plan.

Application Process:

Please send a letter of interest and resume to:

National Education Association Rhode Island
99 Bald Hill Road
Cranston, RI 02920

Or Email to humanresources@neari.org

*NEARI is an equal opportunity employer who is committed to diversity.
We strongly encourage applicants from diverse backgrounds to apply.*

Posting Date: August 13, 2024

Closing Date: September 16, 2024