

**PENNSYLVANIA STATE EDUCATION ASSOCIATION  
NBU Job Description**

**Job Title:** Assistant Executive Director for Administrative Services (Chief Financial Officer)

**Location:** PSEA Headquarters, Harrisburg

**Reports to:** Executive Director

**Salary:** Commensurate with Experience

PSEA is looking for an experienced financial leader with a proven track record in a similar position. The Chief Financial Officer (CFO) will be a senior member of the executive management team, reporting to the Executive Director and be responsible for all accounting, payroll, budgeting and property functions. Responsibilities include: ensuring adequate internal controls, timely and accurate financial reporting, forecasting, planning, and continuous improvement in financial and management reporting. This is a “hands-on” position requiring frequent interactions with organization governance, the Executive Director and other senior leadership team members. This position is responsible for ten direct reports and a total team of sixteen.

Ideal candidates will possess an advanced degree in accounting, finance, or a relevant field of study. This position requires excellent quantitative, and strong written and verbal communication skills. Prior management and supervisory experience is required.

**Job Definition**

This is a Program Manager position serving as Chief Financial Manager (CFM) responsible for overseeing the financial strategy of PSEA. The incumbent directs PSEA’s Administrative Services, Financial Management, and Property departmental programs. The incumbent is a strategic member of the Executive Director’s management team who shares accountability in executing the Association’s mission, plans, and objectives. The incumbent designs and implements a comprehensive financial plan for the association that includes long-term financial strategy and reporting.

This position serves as consultant to related committees of PSEA and develops and recommends policies and procedures relating to the areas directed.

**Span of Responsibility (Program Oversight)**

1. Oversees all PSEA accounting and finance related practices, including preparation and monitoring of budgets, preparation and analysis of financial reports, preparation of tax

and other financial reports required by governmental entities with competent jurisdiction, and internal and external audit functions.

2. Directs the preparation of financial strategies, plans, and forecasts.
3. Supervises the investment of funds in accordance with applicable Investment Policy Statements.
4. Studies, analyzes and reports on trends, opportunities for expansion, and projection of future growth.
5. Creates, coordinates, and evaluates the financial programs and supporting information systems including budgeting, compliance, membership records, accounting, payroll, financial reporting, treasury management, risk management, and property management.
6. Coordinates changes and improvements in automated financial and management information systems.
7. Ensures compliance with local, state, and federal reporting requirements.
8. Oversees the approval and processing of revenue, expenditure, and account maintenance data entry.
9. Coordinates the preparation of fiscal policies, financial statements, financial reports, special analyses, and information reports.
10. Establishes and maintains appropriate internal control safeguards.
11. Interacts with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
12. Directs the implementation of the strategic budgeting process and systems.
13. Analyzes financial statements and reports to identify potential problems and/or weaknesses requiring the attention of the Board of Directors and management.
14. Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.
11. Oversees financial management of related entities to include developing financial and budget policies and procedures.
12. Monitors and evaluates emerging financial issues affecting the Association and makes recommendations to the Executive Director.

13. Manages and directs the Financial Management program of the Association; oversees the development of the operating, cash flow, and capital budgets.
14. Oversees the financial reporting, compliance, tax, audit, risk management, and treasury management functions of the Association.
15. Oversees the administration of payroll for the Association.
16. Provides direct supervision for Financial Administration, Property, and Administrative Services employees.
17. Works closely with and advises the PSEA Treasurer, and serves as consultant to the Budget, Property, and Audit Committees, the PSEA Pension Plan Directors, the PSEA VEBA Fund, and other Boards and Committees as assigned.
18. Performs other duties and responsibilities as directed by the Executive Director.

### **Knowledge, Skills and Abilities**

- Skill in the application of all the core knowledge required in managing state-of-the-art financial programs.
- Knowledge of the concepts and methodologies involved in strategic planning, financial management, operations management, effective leadership, project management, and budgeting processes.
- Knowledge of the values, goals, and mission of PSEA, tenets of unionism, and the current core issues that resonate within the public education arena.
- Membership/Advocacy organization orientation and possession of attributes reflective of a leader supporting the values, goals, and mission of PSEA, which includes the tenets of unionism, quality education, and appropriate compensation, professional development, and working conditions for teachers, other professionals and technicians, and support personnel.
- Possession of leadership qualities, be a self-starter, and be self-directed to ensure division objectives are effectively attained.
- Skills in effectively working with, engendering cooperative support, and consulting/counseling/advising with leaders, members, and all levels of Association management, governance, staff, and region and local association leadership.
- Skills that have been well developed in effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, persuasion, and influencing.

- Mastery of verbal (both in dialogue and group presentation), professionally written, and editorial communications skills.
- Skill in directing, motivating, coaching, and mentoring professional staff, and developing and maintaining a team approach to make best use of personnel resources in attaining division objectives.
- Possession of strong analytical, problem-solving, and diagnostic skills.
- Skill in performing quality training on varied issues/subjects and in varied venues, and in developing the contents for and administering the delivery of training programs.
- Skill in handling interpersonal disputes and minimizing the effects of conflict on future interactions and job effectiveness.
- Skill in employing the effective use of technology in business operations and demonstrated proficiency in the use of desktop computer applications.
- Ability to direct others in working cohesively and productively in a team-oriented environment.

### **Education, Experience, and Special Requirements**

Master's degree in accounting, Finance or Business is preferred. A minimum of 10 years experience preferably in a senior financial position is required. Project management skills and experience are essential. Candidate must also demonstrate expertise in strategic planning, financial management, operations management, leadership, project management, supervision, and budgeting. Candidate must possess up-to-date knowledge of current financial and accounting computer applications. Excellent organizational, analytical, oral communication, and written communication skills are essential.

Possession of a valid driver's operating license.

If interested in applying for this position, please email a letter of interest and resume to [jobs@psea.org](mailto:jobs@psea.org). The application deadline is June 6, 2022.

PSEA is an Equal Opportunity/Affirmative Action Employer.

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