

PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description

Job Title: Assistant Director for Administrative Services

Reports to: Assistant Executive Director for Administrative Services

Location: PSEA Headquarters - Harrisburg

Starting Salary: \$111,470

Job Summary

This is a professional position serving as the assistant to the Assistant Executive Director for Administrative Services (Chief Financial Manager). This position is responsible for developing and implementing effective financial procedures and controls; ensuring adequate risk management and insurance coverage; overseeing Accounting for PSEA and its related entities, Treasury and Cash Management, Financial Reporting, Tax and Compliance, Payroll and Benefit Plan functions. This position also assists with planning, implementing, and monitoring PSEA's operating budget, capital budget and investment policy. The incumbent performs a role that is critical in the administrative infrastructure support of PSEA. The Assistant Director further supports and reviews the overall internal/external reporting initiatives of the Financial Reporting Work Group.

The Assistant Director is a strategic member of the financial leadership team and as such assists in coordinating and supporting cross-organizational activities, and helps shape financial strategy and procedures.

Job Duties and Responsibilities

1. Recommends strategies and policies to improve financial performance and ensure effective alignment of resources with the PSEA mission.
2. Works with department heads and other key stakeholders to gain an understanding of the financial impact of PSEA project and program initiatives, build effective business plans, and support financial awareness, training and information needs of PSEA managers and their staff.
3. Assists with the planning, development, and implementation of effective budgeting systems and reporting mechanisms for operating and capital needs.
4. Provides accurate, timely and comprehensive financial reporting to continuously monitor PSEA's financial performance and budget management for various constituencies (e.g., internal management, Board, and government agencies).
5. Provides support with project planning, bidding, contracting, working with project vendors, managing project budgets, timeline and cash flow, if necessary.
6. Prepares and delivers information and professional development sessions to management and Board members on topics covering accounting and administrative controls (internal controls) and fiscal management.

7. Oversees the update of PSEA's internal control manual. Meets with Administrative Services and Financial Management staff to evaluate and enhance internal control processes. Researches, develops and implements policies and procedures to facilitate effective internal controls and financial reporting. Continuously seeks out opportunity to evolve existing manual business processes to technology-based and automated systems.
8. Ensures business practices and policies are compliant with internal policies and all relevant laws and government regulations.
9. Responsible for the preparation of numerous financial reports that are filed with federal and state agencies, such as the LM-2 report with the Department of Labor (DOL), Lobbying Disclosure Act and sales tax returns with the Commonwealth of PA, political action committee federal and state campaign finance reports filed with the IRS and Commonwealth of PA, and Report of Communications Costs filed with the Federal Election Committee.
10. Partners with the Director of Administrative Services in fulfilling PSEA and its related entities tax and benefit reporting requirements which include tax filings for federal, state, and local governmental reporting to such entities as the U.S. Department of Labor (e.g. Form 5500's for employee benefit plans and Annual Census reports), IRS (e.g. Form 990/990T, W-2's and other payroll tax returns, 1099 reporting), PA Department of Revenue (e.g. payroll tax returns) and PA Bureau of Charitable Organizations (annual registration statements).
11. Assists the Director of Administrative Services with the preparation for and logistical support of the year-end annual audit that is conducted by an independent CPA audit firm which includes overseeing the work of technical assistants in the preparation of audit schedules, required analyses, account reconciliations, lead sheets of category accounts, and data and special information requested by the auditors.
12. Serves as consultant to PSEA Audit Committee. Works with the Director of Administrative Services on agenda items, as needed.
13. Responsible for PSEA 401(k) Plan financial and tax reporting, compliance, administration, and oversight of annual audit. Primary consultant to PSEA 401(k) Plan Board of Trustees. Manages relationship with PSEA 401(k) Plan Third Party Administrator (e.g. T. Rowe Price).
14. Responsible for PSEA Post Medicare Eligibility Retiree Benefits Plan (PSEA VEBA) financial and tax reporting, compliance, administration and oversight of annual audit. Primary consultant to PSEA VEBA Committee. Manages relationship with PSEA VEBA Plan actuary.
15. Responsible for PSEA 457 Plan and PSEA HRA Plan compliance and administration. Manages relationship with Third Party Administrator (e.g. Security Benefit Group).
16. Responsible for PSEA Scholarship Trust and PSEA Education Foundation financial and tax reporting and compliance. Primary consultant to PSEA Scholarship Trustees and PSEA Education Foundation Board of Directors.
17. Oversees annual audit and tax compliance of the PSEA Health & Welfare Fund.

18. Assists the Director of Administrative Services in maintaining relationships with external Investment Manager(s) and Investment Advisors to ensure that PSEA, and its related entities, investments are managed in accordance with policy.
19. Primary responsibility for relationships with insurance providers and insurance broker to cost effectively optimize risk management. Coordinates the annual insurance renewal for PSEA and related entities. Coordinates the annual collection of driver's license and auto insurance information for PSEA staff.
20. Provides accurate and timely responses to address insurance claims and requests for information to minimize losses and protect the interests of PSEA and its related entities.
21. In conjunction with the Director of Administrative Services, provides overall leadership to the Financial Reporting Team. Motivate and prepare staff for additional responsibility through mentoring.
22. Reviews and/or negotiates significant vendor contracts to ensure PSEA's interests are adequately protected. Coordinates RFP (Request for Proposal) projects as necessary.
23. In conjunction with the Assistant Executive Director of Administrative Services, coordinates legal reviews of leases and business contracts being contemplated.
24. Oversees, with other divisional staff, including governance, in the development and update of disaster recovery plans.
25. Responsible for internal and external reporting of PSEA-PACE for state elections. This includes review of items processed.
26. Conducts research and analysis on various tax issues and consults with outside tax experts.
27. Assists in the development, design, and implementation of procedures to provide support to local association officers (eg., Treasurers) in complying with IRS rules and regulations. Provides assistance to local association officers filing annual 990 returns and obtaining tax-exempt status.
28. Assists in the annual update of the Local Association Treasurer's Manual. Develops and delivers presentations, trainings, and workshops for Local Association Treasurers.
29. Primary responsibility for PSEA's fixed asset accounting and lease accounting systems.
30. Oversees the effective use of the document management system in Administrative Services.
31. Serves as the Administrative Services, Financial Management, and Property budget liaison by assisting the managers/staff and departments with their budgets, quarterly and mid-year reviews of expenditures, and the preparation of the year-end report. Provides assistance and advice to the departments relative to PSEA Fiscal Policy, budget development, procedures and timelines, and development of accurate spending plans for proposed projects and programs.
32. Maintains records and files for areas of assignment, such as audits, contracts, internal controls, insurance policies, insurance claims, certificates of insurance, purchase orders, budget documents, investment documents and valuations.

33. Performs other responsibilities as assigned by the AED for Administrative Services.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, practices, and procedures used in financial reporting, governmental reporting, auditing, and analysis.
- Knowledge of the concepts and methods in developing strategy; project planning; performing organizational financial audits; budgetary documentation, analysis and administration; and leading professionals in accomplishing organization goals.
- Knowledge of principles and practices in developing sound investment policies and strategies, and in effectively managing an organization's investment portfolio and cash flow condition.
- Knowledge of principles and practices applied in tax preparation, reporting, and filing for an organization.
- Knowledge of methods used in determining an organization's risk management policy and in formulating an effective/responsive risk management program that adequately accommodates all risk situations based on risk assessment, risk assumption, proper insurances, and risk avoidance.
- Comprehensive skills in planning and coordinating financial reporting technical activities.
- Mastery of effective verbal and written communication in a business environment.
- Skill in effective organization of work, project management, and handling multiple priorities.
- Possession of strong analytical, problem solving, and diagnostic skills.
- Ability to develop original ideas, new approaches and solutions; and be self-directed.
- Ability to plan, assign, and review work, and provide guidance to professionals, paraprofessionals, and associate staff.
- Ability to make independent determinations regarding sound financial practices and identify and recommend modifications and/or solutions where indicated.
- Ability to read, comprehend, and interpret complex financial procedures and manuals.
- Ability to develop and conduct effective presentations and training sessions.
- Knowledge of the values, goals, and mission of PSEA, which includes the tenets of unionism, and the current core issues of the public education arena.
- Excellent leadership and management skills, with experience in strategic planning and institutional development

- Successful track record of supervising and collaborating with staff in a manner that is flexible and supportive, yet ensures accountability, and as a hands-on change agent.
- Demonstrated ability to work in partnership with a non-profit Board, a strong leader, a results-oriented senior management team, and a committed staff with high standards and expectations.
- Commitment to a service-oriented organization where team building and collaboration are paramount.
- Recognized expertise in financial controls, strategic business planning, information systems, and administration.
- Effective and persuasive communicator, written and oral, with the ability to translate complex financial concepts to individuals at all levels, including finance and non-finance staff.
- Analytical, organized and hands-on problem-solving skills that support and enable sound strategic decision making. Advanced knowledge and experience with Excel and financial accounting software.

Education, Experience, and Special Requirements

A Certified Public Accounting License is required. A Bachelor's Degree in Accounting or a closely related field and four years of progressively responsible administrative experience is required. Past supervisory experience is preferred. A minimum of eight years experience with at least four of those years in public accounting is preferred.

Candidate must possess up-to-date knowledge of current financial pronouncements. Experience with not-for-profit accounting, treasury management, risk management, internal controls, campaign finance reporting and benefit plans is preferred. Experience with automated accounting computer applications is essential. Strong analytical, organizational and communication skills are essential.

Possession of a valid driver's operating license.

If you are interested in applying for this position, send a letter of interest and resume not later than April 12, 2021, to: jobs@psea.org.

PSEA is an Equal Opportunity/Affirmative Action Employer