

## **Controller Opportunity**

### **Maryland State Education Association**

**ABOUT MSEA:** Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing more than 71,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation, and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The Controller will serve as Chief Financial Officer and lead all day-to-day finance operations of a budget of \$21 million, and manage the areas of accounting, payroll, membership services, property management, and Information Technology (IT). The Controller will ensure that MSEA has systems and procedures in place to support internal financial reporting, regulatory reporting, internal controls, audits, treasury management, and the administration of risk management programs. The Controller will work closely with the Executive Director and department leaders and their staffs in coordinating and supporting cross-organizational initiatives that shape a healthy financial workplace. In addition, the Controller will collaborate with senior leadership, human resources, and IT staff to enhance and better integrate the functions of these departments. The Controller will also prepare presentations to the Board of Directors, board audit committees, and lead the biennial budget process. This position reports to the Executive Director of MSEA.

#### **KEY RESPONSIBILITIES:**

- Participate in day-to-day decision-making as a member of the management team.
- Establish and implement long-range departmental goals, objectives, policies, and operating procedures. Facilitate long-range planning by establishing and maintaining long-term projections.
- Identify opportunities and potential risks to the Association. The candidate is expected to research emerging financial, accounting and regulatory issues and make recommendations regarding their impact and implementation on MSEA and our locals.
- Manage all administrative and financial activities of the Association to include accounting, budgeting, payroll, membership, auditing, financial reporting, IT and property management.
- Ensure adherence to reporting deadlines imposed by governmental entities and MSEA management.

- Interface with outside attorneys, audit firms, banks and lessors, casualty/liability insurance agents, and health insurance providers.
- Document and continually update financial procedures, identifying and implementing procedural changes to strengthen internal controls and monitor departmental compliance.
- Provide local associations with adequate training tools to ensure sound accounting practices.

#### **QUALIFICATIONS & REQUIREMENTS:**

- Minimum of a Bachelor's Degree in Accounting, Finance or Business Administration with 10+ years of progressively responsible experience in a nonprofit agency/organization, preferably in an association/union environment, MBA preferred. Must be a Certified Public Accountant (CPA).
- Candidate must possess up-to-date knowledge of current financial pronouncements. Experience with not-for-profit accounting, treasury management, risk management, internal controls, benefit plans and payroll.
- Strong analytical, organizational and communication skills are essential.
- Experience with defined benefit pension plan is preferred.
- Experience with professional property and risk management is preferred.
- Experience with automated accounting computer applications is preferred.
- Knowledge of Generally Accepted Accounting Principles (GAAP), practices, and procedures used in financial reporting, governmental reporting, auditing, and analysis.
- Knowledge of the concepts and methods in project planning; performing organizational financial audits; budgetary documentation, financial analysis and reporting; compliant tax preparation 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 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.
- Ability to plan, review work, delegate and provide guidance to professionals and associate staff.

This position offers a competitive salary and generous benefits along with the opportunity for significant challenges and rewarding experience.