

## **TEA is Seeking Applicants for Comptroller**

Tennessee Education Association is seeking applicants for a Comptroller. Comptroller will serve as a senior business, financial and accounting systems analyst, providing leadership functions and coordination of TEA's financial policies, procedures, controls and budget management.

All applicants should have wide experience and knowledge of accounting software, payroll procedures, and highly developed skills in the verification and interpretation of financial records and data. Applicants should have the ability to coordinate multiple tasks, the ability to work harmoniously with other professionals and a history of giving attention to details. An understanding of state and national financial regulations, direct experience in the development of financial operation processes, and in dealing with a variety of business-related vendors and agencies are also important. TEA is a non-profit organization and the comptroller is expected to play a leadership role in establishing financial policies and leveraging fiscal capacity.

### **Competencies:**

- Builds strong relationships both internally and externally with appropriate vendors and agencies with a focus on exceeding Association expectations.
- Coordinates the preparation of general operations budget and capital improvements budget for the Association.
- Assists the TEA Executive Director in all facets of managing the general operations budget, capital improvements budget, and all financial interests of the Association.
- Contributes strong organization skills demonstrated by the ability to manage multiple projects simultaneously with an ability to follow through and meet deadlines.
- Creates innovative ideas for the continuous improvement of TEA's financial operations.
- Uses strong interpersonal skills to deal with challenging issues and communicate effectively at all levels of the organization in a courteous, professional and productive manner.
- Engages a highly collaborative, team-building work style for a fast-paced environment.
- Provides recommendations and initiatives to reduce overall costs, including, but not limited to, program analysis, e-business solutions and time savings.
- Maintains professional and technical knowledge by attending workshops, reviewing publications, establishing networks and exploring human resources applications that can benefit TEA.

### **Qualifications:**

- Bachelor's Degree in a related discipline required
- Certified Public Accountant (CPA) license required
- Minimum 5 years of experience in financial/accounting business systems
- Strong knowledge of General Accepted Accounting Principles (GAAP)
- Candidate must be U.S. citizen and maintain residence in Nashville area
- Ability to work some weekends and evenings and travel as needed

**Desired Skills:**

- Master's Degree in Accounting or Finance
- Experience with non-profit organizations
- Experience with audit and/or actuary functions
- Familiar with financial software (ex. PeopleSoft)
- Demonstrated experience in managing projects similar in magnitude and complexity
- Excellent technology skills, adept at using such programs as Windows, MS Word, Excel

**Salary Range:** Commensurate with experience

**Fringe benefits:** Liberal

Candidates who wish to apply may do so by submitting an application to Executive Director Carolyn Crowder by emailing Jill Poss at: [jposs@tnea.org](mailto:jposs@tnea.org) by Sunday, June 29, 2014. Applications may be completed and submitted online at [www.teateachers.org](http://www.teateachers.org) or faxed attention Jill Poss at: 615-342-8367. A copy of the job description is attached. Applications and hard copies of the job description may also be requested from the Executive Director or Jill Poss.

***In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves creative and analytical thinking; oral and written communication skills; meticulous attention to detail; human relations skills; use of computer keyboard; sitting, standing or walking for long periods; stooping, bending, and reaching; and stamina to work long hours and ability to travel by various conveyances, e.g., automobile, plane.***

## **Job Description for TEA Comptroller**

Comptroller is responsible for overseeing the Association's financial and accounting procedures and assisting management in the preparation of the organization's annual budget and annual audit. The comptroller monitors all finance, purchasing, and business operations of the Association. The position is confidential in status.

Specific duties include the responsibility to:

1. Provide status of financial condition by collecting, interpreting, and reporting financial data and trends.
2. Create, streamline and update policies that make TEA Business operations and accounting more efficient.
3. Manage the investment of all funds and bank relations including the maintenance of an adequate cash flow
4. Coordinate the annual audit and ensure that all financial reports and payroll are filed in compliance with federal, state and local legal requirements.
5. Maintain physical property records to ensure personal property tax records are filed annually.
6. Prepare monthly financial statements, quarterly investment reports and requested financial reports for the TEA Board of Directors.
7. Assist with the administration of defined benefit pension and 401(k) programs.
8. Monitor various grants received regarding revenues and expenses.
9. Prepare and maintain accounts of all contractors and suppliers, seeking lowest price consistent with quality.
10. Reconcile all accounts receivable and payable, and prepare journal summaries while enforcing internal controls.
11. Protect operations by auditing documents and keeping financial information confidential.
12. Oversee and secure the process of verifying all credit card transactions.
13. Supervise the process for timely and accurate collection of Association dues.
14. Supervise the reimbursement for all staff and governance vouchers in accordance with staff union contracts and Association policy.
15. Manage all lease arrangements for office or parking space.
16. Secure necessary mailing permits and supervise the mailing activities.
17. Maintain a database on each staff member's sick leave, vacation days and staff car reports.
18. Coordinate the filing and collection of forms, reports, and information required by appropriate segments of government and the National Education Association.
19. Monitor and ensure compliance regarding federal and state workplace employment laws.
20. Supervise and coordinate the preparation of a comprehensive budget by program area to be presented to the Budget Committee.
21. Provide assistance to the TEA Bargaining Team during contract negotiations with staff unions.
22. Attend meetings of the Board of Directors, management and staff to enhance business/financial operations as required.
23. Perform such other reasonable duties as may be assigned by the Executive Director or his/her designee.