

**Manager of Business Affairs
North Carolina Association of Educators (NCAE)
POSITION AVAILABLE**

POSITION TITLE: Manager, Business Affairs

DATE POSTED: April 2, 2019

CLOSING DATE: Until Filled

POSITION SUMMARY: The position provides managerial and technical leadership to Business Office and Membership Processing staff and reports to the NCAE Executive Director. The position plans and manages the monthly general ledger process, manages the fixed assets and accounts payable functions, assists in the internal and external audit, prepares external filings, implements and maintains accounting and related systems while implementing accounting policies and procedures, manages all human resource and benefit administration processes, and manages all PAC accounting processes. This position includes maintaining relationships with external auditors, banking and regulatory agencies to ensure accuracy on monthly statements in accordance with generally accepted accounting principles and organizational policies and procedures. The position interacts with NCAE Governance, staff, local affiliates, external organizations and vendors as it relates to the financial responsibilities of the association. The incumbent works collaboratively with staff and others to analyze and improve processes to meet association and departmental standards for performance and productivity.

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.

EDUCATION REQUIREMENTS: Bachelor's degree in Accounting, Finance, or Business Administration and Certified Public Accountant ("CPA") or Certified Management Accountant ("CMA") certification. The successful candidate must demonstrate a record of continuing professional development in finance and accounting.

MINIMUM QUALIFICATIONS: Seven years of financial, business management, accounting and HR experience, preferably in a supervisory role in a union environment or public accounting firm. Experience as a full charge accountant with responsibilities that include general ledger close, accounts payable, account analysis, bank reconciliation, cash flow management, forecasting, budget creation and analysis, human resource and benefit analysis and creation of financial reports and statements. Advance spreadsheet capability and proficiency in PeopleSoft, NVISION report writer and systems implementations. Considerable knowledge of computer operations and capabilities. Demonstrated success in business planning, business process re-engineering and utilizing systems and technologies to increase efficiencies and effectiveness. . Excellent communication and presentation skills. Ability to complete a heavy workload within established timeframes and deadlines. Organizational skills in setting priorities and goals. Ability to perform management and supervisory duties with frequent interruptions.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Management/Supervision
 - a. Member of management team participating in day-to-day decision making.
 - b. Develop goals and objectives consistent with Association's strategic objectives for short, intermediate, and long-term planning.
 - c. The candidate is expected to research emerging financial, accounting and regulatory issues and make recommendations regarding their impact and implementation on NCAE and/or its locals.
 - d. Effectively interact and communicate with Governance and staff.
 - e. Maintain ongoing working relationship with the Executive Director to ensure the Executive Director is kept informed of all issues related to or impacting the Business Office and Membership Processing.
 - f. Provide Business Office and Membership Processing staff with performance goals and clearly articulated performance expectations and regular performance reviews.
2. Financial/Accounting
 - a. Supervise and manage all administrative and financial activities of the Association to include accounting, budgeting, auditing, and compliance and financial reporting.
 - b. Ensure financial accounting and reporting are in compliance with Generally Accepted Accounting Principles (GAAP) as well as implementing a comprehensive set of internal controls designed to mitigate risk and enhance the accuracy of NCAE's reported financial results.
 - c. Maintain certification credentials with appropriate professional associations and/or licensing bodies.
 - d. Provide Governance, Executive Director, and Managers monthly financial reports and analysis that include NCAE's Strategic Budget, Income Statement, Balance Sheet, Cash flow Analysis, and Membership Status (counts and dues receivable).
 - e. Maintain/Manage the Association's relationship with the external auditors and provide adequate support for annual audits and periodic reviews.
 - f. Provide local affiliates with adequate training to ensure sound accounting practices are being followed.
3. Membership Support
 - a. Manage the updating and maintenance of NCAE's membership records, including monitoring dues payments to NCAE, NEA and the locals.
 - b. Develop monthly membership reporting model.
 - c. Monitor monthly reconciliation of all dues payment methods.
4. Human Resources
 - a. Manage employee benefit programs and payroll processing.
 - b. Manage the administration of retirement and group insurance plans for all Association employees.
 - c. Provide financial information to management for bargaining process (total compensation analysis, etc.).
 - d. Manage implementation of employment/bargaining agreements.
 - e. Assess existing benefit programs and providers.
5. Other
 - a. Manage all PAC related recordkeeping and reporting.
 - b. Provide program assessment evaluations for various association programs as directed by Executive Director.

- c. Maintain working relationships with bankers, attorneys, vendors, etc.
- d. Perform other appropriate duties as necessary and/or assigned by the Executive Director.
- e. Manage association risks with the appropriate use of errors and omission, professional liability, fidelity bonds, etc.

Application Procedure: Please send a letter of interest, resume and a list of three professional references to: Rachelle E. Johnson, Executive Director, North Carolina Association of Educators, 700 South Salisbury Street, Raleigh, NC 27601 or via email to jobposting@nae.org

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