



Chief Financial Officer (CFO)
Washington, DC

Posting Period: October 2023
Salary: \$245,000 - \$274,849

Organization Overview

The National Education Association (NEA) is America's oldest and largest organization committed to advancing excellence in public education. NEA's three million members work at every level of education and believe in the power of public education to transform lives and create a more just and inclusive society. NEA believes education is the cornerstone of democracy and advocates for equal opportunity for every student, every educator, every family.

Headquartered in Washington, DC, NEA has affiliate organizations in every state and in more than 14,000 communities across the country. The nation's largest professional employee organization, NEA is committed to fulfilling its vision to provide a great public school for every student. NEA advocates for education professionals and unites members and the nation to fulfill the promise of public education to prepare every student to succeed. NEA focuses on improving the quality of teaching, increasing student achievement, and making schools safer, better places to learn.

Position Summary

The National Education Association (NEA) is seeking an accomplished, strategic leader to serve as Chief Financial Officer (CFO). The CFO is responsible for all aspects of the financial operations for the Association.

Reporting directly to the Executive Director, the CFO provides accounting, budgetary, operational, and programmatic support to all Association programs and activities. The CFO works with the Association's executive officers, including most closely with the Secretary-Treasurer, to steward members' dues and ensure the highest levels of fiscal responsibility.

The CFO will manage a talented, dedicated team of 30 financial, accounting, and procurement staff and will serve on the executive management team. The CFO will also have overall responsibility for all contractual matters, including oversight of the organization's procurement processes.

The ideal candidate will bring both extensive financial expertise as well as superb interpersonal skills and the ability to successfully communicate with a diverse range of stakeholders.

Candidates must have unquestionable integrity, trustworthiness, and a deep commitment to public education and creating a just and inclusive society. The CFO stewards the financial resources for NEA in alignment with its values to ensure the organization is maximizing the ability to deliver on its vision and mission for its members.

Essential Duties and Responsibilities

- Lead the financial operations of the Association, ensuring quality, integrity, and stewardship of members' dues.
- Actively manage the day-to-day accounting and financial operations of the Association, ensuring strong internal controls and setting a tone at the top of fiduciary responsibility and stewardship.
- Work with the Executive Director, Secretary-Treasurer, and other designated staff to develop budgets for the Association as a whole, ensuring alignment with strategic goals.
- Build trusted relationships and work across the organization with governance leaders, affiliates, and staff.
- Manage a high-performing team of 30 staff.
- Prepare financial forecasts, analyses, and reports for the NEA, its programs, and activities.
- Support the Secretary-Treasurer and Executive Director in the onboarding, education, and support of the Board-elected members of the Budget Committee and other governance leaders.
- Communicate financial results and issues to the Executive Director, senior executives, and the Secretary-Treasurer as well as other members of governance.
- Serve as a member of the board of directors of the Association's Post-Retirement Medical Trust (VEBA Trust) and as the NEA liaison at board meetings of wholly-owned subsidiary, Member Benefits (NEA-MB).
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Oversee the Association's banking activities and actively manage cash flow to ensure it meets the Association's needs.
- Monitor changes in legal, regulatory, and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
- Serve as the Association's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Oversee the negotiation and execution of Association contracts with vendors and collaborative service providers.
- Serve as the Conflict-of-Interest Officer for all NEA staff.

Experience, Education, Abilities, and Knowledge

All candidates must be highly ethical, self-motivated, reliable, and detail oriented. Candidates should also bring excellent communication skills and the ability to successfully partner with executive officers, governance leaders, and staff.

Education and Experience:

- Undergraduate degree from an accredited college or university; with Master's degree preferred.

- At least five to ten years of senior financial management experience with an organization with operations in excess of \$25m.
- Executive managerial experience directing or working with an NEA affiliate, labor union, or a non-profit association preferred.
- Certified Public Accountant preferred.

Ability to:

- Manage and oversee all aspects of the financial/accounting management function.
- Create, analyze, and report on financial statements and budgets at all levels of the Association.
- Communicate complex concepts to a diverse set of stakeholders.
- Manage, support, and mentor a high-performing financial team.
- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Exercise strong judgment, flexibility, and emotional intelligence.
- Work well with and be responsive to the needs of governance.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Assimilate new information and technology, as well as demonstrate a track record of utilizing data analytics to forecast, evaluate, and make fiscal and/or programmatic recommendations.

Knowledge of:

- General accounting and financial reporting procedures in accordance with generally accepted accounting principles.
- Human Resources related laws, regulations, and practices.
- IRS rules and regulations especially as it relates to exempt organizations, labor unions, and political activities.
- Payroll reporting and processing of payroll taxes.
- Employee benefits, including the management of health care and retirement plans.
- General office software, particularly Microsoft Office Suite, and accounting software packages.

To Apply

To apply for this position, submit a cover letter and resume online at <https://grossmansolutions.applytojob.com/apply>. The cover letter should be concise and compelling and outline the specific ways in which you would be a good fit for this position.

In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves skill in using a computer and/or laptop; oral and written communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning

and problem-solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation, e.g., airplane, car.

NEA is an equal opportunity/affirmative action employer and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, marital status, religion, or disability.

NEA participates in E-Verify.