

## **Posting of Comptroller/Business Manager Position Tennessee Education Association**

**Posting: January 14, 2019**

**Closing Date: Open until filled**

**Salary: Commensurate with experience**

**Benefits: Full family health insurance; dental and vision insurance; retirement and leave package**

The Tennessee Education Association (TEA) is seeking qualified applicants for a Comptroller/Business Manager position. The responsibilities of this position include the coordination of all administration and financial functions of the Association. This position operates out of the TEA headquarters office in Nashville, Tennessee and reports directly to the Executive Director. The person filing this position will be expected to work some evenings and weekends, as well as travel occasionally.

### **Required Competencies:**

- Contributes strong organization skills demonstrated by the ability to manage multiple projects simultaneously with an ability to follow through and meet deadlines.
- 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.
- Has a knowledge of concepts relating to the development and maintenance of effective organizations, and the management and development of people. Effective team leadership skills. Creative problem-solving ability.
- Provides recommendations regarding possible improvement in business processes, policies and procedures.
- Provides logistical and data support as needed for presentations on financial reporting.

### **Required Qualifications:**

- Bachelor's Degree in Accounting
- A minimum of 3 years of successful experience with accounting, business administration practices and functions, including Window-based automated accounting systems, spreadsheet usage and work processing
- Extensive knowledge and experience in accounting and financial management functions; planning, budgeting, general ledger, cash management, accounts payable, audit, financial reporting and automated accounting systems

**Preferred Qualifications:**

- Certified Public Accountant (CPA) license and/or MBA
- Demonstrated experience in broad administrative and general office management
- Successful experience working in a non-profit and/or union environment
- Successful experience in managing administrative and financial activities
- Demonstrated experience in the management and coordination of business office employees and activities

**Application Procedure**

- 1) Please send a letter of interest and a resume to the TEA Executive Director, Carolyn Crowder, by emailing Jessica Holmes at: [jholmes@tnea.org](mailto:jholmes@tnea.org).
- 2) All applicants must also complete a TEA employment application. Applications may be completed and submitted online at: [teateachers.org](http://teateachers.org) or faxed attention Jessica Holmes at: 615-342-8367

Questions about the application process may be sent to Jessica Holmes via the email address above, or the applicant can call TEA and ask for Jessica Holmes at: 615-242-8392.

**The Tennessee Education Association is an equal opportunity employer.  
Ethnic minorities and women are encouraged to apply.**