

## **Idaho Education Association**

### **Vacancy Announcement: DIRECTOR OF BUSINESS AND FINANCE**

The Idaho Education Association is seeking qualified applicants for the position of Director of Business and Finance. The purpose of this position is to manage and oversee all administrative and financial functions of the Association including accounting, budgeting and reporting, payroll and employee benefits management and membership processing.

Posting Date: August 8, 2018

Closing Date: September 30, 2018 or until filled

#### **EDUCATION**

The candidate must have attained at least a bachelor's degree in business administration, accounting or finance (Certified Public Accountant, or Certified Management Accountant or MBA preferred).

#### **PROFESSIONAL EXPERIENCE**

1. A minimum of 3 years of successful experience with accounting, business administration practices and functions, including Window-based automated accounting systems, spreadsheet usage and word processing.
2. Demonstrated successful experience in broad administrative and general office manager responsibility.
3. Proven written and oral communications skills.
4. Proven mathematical skills.
5. Experience working in a non-profit and/or union environment.

#### **DUTIES AND RESPONSIBILITIES (see Job Description for a full and complete list)**

1. Supervise and manage the administrative and financial activities of the Association.
2. Supervise, manage and coordinate all business office and membership employees as well as all business office activities and responsibilities.
3. Provide logistic and data support to the Executive Director and the IEA Board of Directors.
4. Manage all accounting, budgeting, cash management, auditing and financial reporting functions.
5. Manage all employee benefit programs, including pension, 401K and medical insurance and payroll processing.
6. Manage the updating and maintenance of Association membership records including the collection, monitoring and facilitation of payments from Local Associations to the IEA and NEA.

#### **KNOWLEDGE AND SKILLS REQUIRED**

1. 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.
2. Good working knowledge of IEA's goals and objectives.
3. 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.
4. Property management expertise relative to leasing, construction, contract negotiations, tenant relations and building maintenance and administration.
5. Knowledge and experience in managing employee benefit programs and payroll and personnel functions.
6. Knowledge and experience in managing a broad range of administrative functions.

7. Superior interpersonal skills including consensus building, conflict and change management, and the ability to deal effectively with many different types of people in a wide variety of situations.
8. Ability to manage multiple diverse functions simultaneously, effectively responding to constantly changing priorities.

#### **REPORTING RELATIONSHIP**

The Director of Business and Finance is a Management position that operates out of the IEA Headquarters Building in Boise, Idaho and reports directly to the IEA Executive Director.

#### **SALARY AND FRINGE BENEFITS**

Salary will be commensurate with qualifications and experience. Fringe benefits include annual leave; health, life, and disability insurance; defined benefit retirement plan; and 401(k) plan.

#### **APPLICATION PROCESS**

Please send a letter of interest, resume, two (2) examples of previous work product (one of which must be written), and three (3) references to:

Sue Wigdorski, Executive Director  
Idaho Education Association  
PO Box 2638  
Boise, ID 83701-2638  
[swigdorski@idahoea.org](mailto:swigdorski@idahoea.org)

For more information call 208-344-1341 or 1-800-727-9922.