



*Oregon Education Association*

### **Assistant Executive Director of Business & Finance**

The Oregon Education Association (OEA) is seeking a strong financial leader to join our team as the Assistant Executive Director of Business & Finance. OEA represents about 44,000 educators across the state of Oregon and our mission is to unite the public education profession and advocate for those professionals to ensure quality public education for students across the state.

#### ***JOB SUMMARY***

The Assistant Executive Director for Business and Finance is responsible for managing the financial activities of the organization. The Controller and Membership Director reports directly to this position.

#### ***ESSENTIAL JOB FUNCTIONS***

1. Support and advance the OEA mission, vision, and values.
2. Contribute to, support, and actively engage in the organization's commitment to create and maintain a diverse, equitable, and inclusive workplace. Participate in activities, trainings, and/or workgroups to support OEA's commitment in this important mission.
3. Oversee the accounting and financial operations of the Association including cash management, internal accounting, audit preparation, payroll processing, dues collection and all other accounting related functions.
4. Recommend, develop, implement, and maintain policies, procedures, and actions that advance, optimize, and support the functions of the Business and Finance Center.
5. Coordinate budget process for the Association in partnership with the Executive Director and other managers.
6. Management oversight of the Association's membership functions, including general knowledge of membership data systems.
7. Work closely with Program Budget Committee as staff liaison.
8. Act as staff liaison with third party vendor on Relief Fund Investments.
9. Prepare analysis in support of bargaining with staff unions.
10. Participate in trainings and events sponsored by the NEA.
11. Responsible for the administrative duties for the OEA Staff Pension Plan and the OEA 401(k) plan including the coordination of all work with auditors, actuaries, legal counsel, investment advisors and other consultants in the administration and development of employee benefit plans.
12. Chair of the 401(k) Committee.
13. In coordination with the Human Resources Director, prepare and file Form 5500 and OEA benefit ERISA Wrap Plan.
14. Provide training and act as a resource for local association treasurers and serve as the liaison with IRS as requested by the local.
15. Work with members of the OEA management team in a collaborative manner.
16. Carry out other duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Demonstrated success in managing employees with flexibility and fostering a collaborative working environment.
2. Experience with the administration and compliance of defined benefit and 401(k) benefit plans.
3. Has the ability to work in difficult situations as well as solve problems.
4. Ability to get along with others and to work collaboratively with people who have diverse viewpoints.
5. Ability to plan for and address long-term needs and issues of the association while responding to the short-term requirements.
6. Demonstrated ability to present complex financial information to an audience with varying levels of technical understanding.
7. Knowledge and experience with technology, electronic communications, and financial software. Experience with QuickBooks Enterprise, Adaptive Insights, and ADP preferred.
8. Available to work evenings and weekends.
9. Comfortable managing in a union environment.
10. Comfortable with public speaking.

**QUALIFICATIONS**

- Bachelor's Degree in Finance, Business Administration or other or related field required; Master's degree preferred.
- CPA or equivalent professional designation preferred.
- Extensive experience as a CFO, Controller, or equivalent position, which includes progressive accounting experience.
- Nonprofit accounting experience.
- Experience in a union environment preferred.

**OTHER INFORMATION****SUPERVISORY**

- The employee works under the direction of the Executive Director and is expected to operate with relative independence. This position supervises a Director working in the center.

**WORK ENVIRONMENT**

- This position is based at the OEA Headquarters office in Portland, Oregon.
- Travel is expected for work-related purposes. A successful candidate will possess a valid Driver's License and have reliable transportation.

**EFFECTIVE START DATE:**

On or around June 1, 2021

**PAY AND BENEFITS:**

Starting salary between \$125,000 - \$140,000. Generous benefits package that includes fully paid family medical, dental, and vision coverage; paid vacation, sick leave, and holidays; and more.

**TO APPLY:**

[Click here](#) to submit your resume and cover letter. Position will remain open until April 11, 2021.

***The Oregon Education Association is an Equal Opportunity Employer***