



**Colorado Education Association
Vacancy Announcement
MANAGER – Center for Business Affairs and Human Resources**

Posting Date: May 3, 2021

Closing Date: May 31, 2021 (5:00pm MST)

The Colorado Education Association is recruiting experienced and qualified candidates who are passionate about helping elevate educator voices and developing strong organizational practices to ensure that we can achieve our mission *to work collectively with all education stakeholders, to provide the best public education for every student and assure Colorado's standing as an excellent state in which to learn, live, work, and raise a family.*

The ideal candidate will be deeply committed to our mission, thrive on finding ways to overcome challenges and enjoy working to translate bold vision into effective programs. The position requires someone who is a systems thinker, engages effectively with staff, and can foster effective communication, collaboration and information sharing.

As a key member of the Management Team, the BAHR Center Manager reports directly to the Executive Director and will lead the Business Office Team and play a critical role in the overall strategic leadership of the organization. The BAHR Center Manager will lead and manage the finance, accounting, operations, and human resources functions of the organization.

This is an ideal opportunity for a proven collaborative leader with a track record of successfully managing complex finances, human resources and organizational relationships for a multi-faceted organization that includes multiple financial entities as well as a unionized workforce.

The Colorado Education Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

WHAT YOU'LL DO

- Lead and manage the CEA Business and Human Resources Team, as well as serve as a thought partner and member of the Management Team, lead on HR and Administrative management for the organization, contribute to the organizational vision, culture and strategy, mentor staff, and provide financial, HR and operations oversight.
- Serve as a strategic partner to organizational leaders providing strong and accurate financial guidance to inform key decisions as well as lead long-term financial forecasting, budgeting and strategy-setting.
- Develop and implement strategies to nurture an inclusive, healthy work culture that values different viewpoints and provides opportunities for all team members to grow.
- Lead and manage organizational diversity, equity, and inclusion efforts.

Qualifications Required

- Bachelor's Degree in Finance, Business Administration or other or related field required; Master's degree or Certified Public Accountant certificate preferred.
- Minimum of five (5) years of experience in Human Resources.
- Minimum 5 years' management experience preferably in Human Resources or Finance.
- At least 5 years' experience as a CFO, Controller or equivalent position, which includes progressive accounting experience in a non-profit environment.
- Demonstrated ability to coach and develop individuals and teams to successfully work together to achieve organizational goals.
- Strong people and interpersonal skills, positive approach to problem-solving, team player.
- Working knowledge of administrative and supervisory principles and practices; compensation and benefits administration; organizational planning.
- Experience participating in diversity, equity, and inclusion efforts within an organization.
- Broad understanding and knowledge of the critical issues and problems facing public schools and education professions in Colorado.
- Some experience with Information Technology systems and a high aptitude for learning new technology and systems.
- An understanding about issues related to systemic racism and social justice and a commitment to advance diversity and social justice.
- Experience in conflict resolution, including skills to initiate problem solving, and experience in successfully facilitating and mediating difficult and controversial situations.
- Ability to obtain and maintain a valid Colorado driver's license.
- Ability to travel frequently and to work long and irregular hours.

Preferred Qualifications:

- Human Resources Certifications (PHR, SHRM-CP).
- Experience in payroll administration (Preferably ADP).
- Knowledge of GAAP and experience with audit processes.
- Experience in a unionized workplace.

Responsibilities

This position has two primary areas of focus:

Business Office Management

- Oversee the financial status of the organization including: developing long and short range financial plans, monitoring the budget, advancing monthly financial reports and program spending reports, conferring on financial optimization and compliance, and recommending wise courses of action to promote and sustain our financial health.
- Effectively advance strategic budgeting and financial tracking systems, regularly communicate and present critical financial matters and risks to the Management Team and Governance Leadership.
- Ensure seamless financial operations – including supervising a small team; cross-training team members so they have the necessary skills to excel in their roles; overseeing the annual audit, ensuring that all contracts, grants, and invoices are in order; and making sure that day-to-day financial processing is consistently smooth, transparent, and timely.
- Analyze the current technology infrastructure and investigate the next level of information technology and financial systems that support the growth of specific programs and the organization overall. Work with IT staff and consultant(s) to ensure continuous improvement and relevancy of our technology support.

- Represent CEA with auditors and other regulatory agencies in Colorado and nationally (such as all taxing authorities, local, state and national, DOL, Secretary of State).
- Provide training and support to the CEA Secretary Treasurer, the CEA Financial Review Committee and local governance leaders.
- Manage and oversee building maintenance and improvements and the contracts and contractors who provide building maintenance and security.
- Monitor changes in legal, regulatory and administrative environments, implementing changes in procedures as needed to maintain compliance, while maximizing operational and financial results.
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Human Resources:

- Contribute to, support, and actively engage in the organization's commitment to create and maintain a diverse, equitable, and inclusive workplace.
- Lead diversity, equity, and inclusion process to strengthen ongoing work on recruitment, retention, and workplace culture.
- Participate in and support the management bargaining team in staff-union negotiations and ongoing consultations and foster a collaborative relationship with staff union leadership.
- Coordinate onboarding and professional development programs for staff.
- Lead strategic and operational human resources; developing policies, providing HR support to the Management Team, managing payroll and benefits, ensuring compliance, and overseeing and advancing hiring, onboarding and retention processes including training programs.
- Manage all compliance and administrative matters, including working closely with the General Counsel to monitor changes in legal, regulatory and administrative environments; implementing changes in procedures as needed to maintain compliance.
- Manage contracts/agreements with vendors, funders, and service providers; maintaining all necessary state and employer registrations.
- Represent CEA with benefits brokers, partners and contractors to assure CEA meets all legal and employee contract compliance.
- Uniformly and consistently manage, implement and enforce CEA's programs, policies and the CEA/CEASO Collective Bargaining Agreement.
- Promote a positive organizational culture including elevating the importance of equity and the CEA Operating Principles.
- Fosters accountability, proactive decision-making, teamwork, strategic planning and a mission focused attitude.

Compensation and Benefits

This is an exempt management position with a salary range of \$130,000 - \$150,000 based upon prior experience and qualifications. A fringe benefits package is provided including health, dental, vision, life insurance, 401(k) plan, and paid sick, personal, and vacation leave.

Application Procedure

To complete an application, please visit the CEA career opportunities website - <https://www.coloradoea.org/career-opportunities/>.

Applications **must be received at CEA by 5pm (MST), May 31, 2021**. The letter of interest that you will be asked to submit should be addressed to CEA Executive Director Kathy Michienzi Rendon at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203