
DELAWARE STATE EDUCATION ASSOCIATION

Affiliated with the National Education Association

CHIEF OPERATIONS OFFICER AND ASSISTANT EXECUTIVE DIRECTOR

The Delaware State Education Association is seeking applicants for the position of Chief Operations Officer and Assistant Executive Director. This position serves as chief advisor to the Executive Director and DSEA Governance on finance, personnel, and operational matters. Implements, manages, and directs the financial, personnel and operational programs of the Association.

Specific Duties and Responsibilities

- Serves as manager of all accounting
 - Provides overall administration and oversight to ensure the accuracy of all the accounting and financial records and reports
 - review of monthly finance reports
 - coordination of year-end audits and tax return preparation for the DSEA and the DSEA Advocacy Fund for Children and Public Education
 - oversight of the preparation of financial forecasts
 - oversight of the completion of necessary reports (i.e., elections, payroll taxes, federal unemployment, Wilmington tax, Federal 990, pension, social security, etc.) accurately and timely
 - Evaluates, recommends, and oversees the implementation of changes necessary to make the financial systems more effective
- Serves as Chief Operations Officer/Manager, Advisor
 - Assists the Executive Director by reviewing, analyzing, evaluating, and preparing information and issues relating to the operations of the DSEA which among other things, include:
 - liaison to the Finance Committee
 - analysis and recommendation on all operations of DSEA
 - developing and maintaining strong work relationships with vendors, financial institutions, NEA and the auditors
 - working with Executive Director and financial institutions
 - review and recommend procedures relating to travel and expense invoices, vouchers, and related documentation
 - ensures validity of data compiled and reported
- Serves as the DSEA Human Resources Manager
 - Accurately implements the provision relating to the financial aspects of personnel; work with/advises the Executive Director to ensure the provisions of the contract are implemented and adhered to
 - Oversees the maintenance of accurate employment records as well as insurance and pay records for all DSEA employees, ensuring that they are informed about the benefits and related options available to them, as well as, the policies relating to their obligations in completing forms, vouchers, purchases, etc.

- Serves as Office Manager
 - Reviews, analyzes, and evaluates the operational functions of the DSEA offices and advises the Executive Director accordingly
 - Assists and advises in automation of the offices, including computer hardware, software, and training
 - Coordinates and manages the functions that ensure a well maintained and clean office
- Serves as a Consultant
 - Provides, on an as-needed basis, consultation, advice and assistance to UniServ Director(s) and local affiliates on fiscal and operational matters
- Works in a cooperative manner with other members of the DSEA staff, DSEA management, DSEA Board of Directors and elected local leadership.
- Supervises and directs all assigned staff
- Keeps informed relative to developments related to finance, personnel, and operations functions
- Demonstrates a high degree of interpersonal skills; interacts professionally with staff, members, Leaders, NEA personnel and the general public
- Performs other appropriate duties as directed by the Executive Director

Preferred Experience, Training and/or Education

Experience, training and/or education in the following areas is preferred:

- Financial oversight
- Human resources
- Union environment
- Project management and oversight
- Oversight and management of the application of technology and information systems to the work environment

Salary & Benefits

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

Application Deadline: Open Until Filled

Please submit a letter of application, resume, and three references to:

Jeff Taschner, Executive Director
 Delaware State Education Association
 136 East Water Street
 Dover, DE 19901

You may also fax this information to Jeff Taschner at (302) 674-8499 or email him at DSEAVacancies@dsea.org.