

Notice of Position Available

Chief Finance Director

POSITION DESCRIPTION

The Chief Finance Director manages the business, financial operations, and membership areas of United Teachers Los Angeles. Responsibilities encompass accounting and membership, contracts administration, investments and banking, property and asset management, risk management, records control and control throughout the organization to safeguard its assets. Develops financial and economic policy, establishes procedures, oversees the implementation of these policies and reports regularly to the President of UTLA, the Executive Director and Treasurer. The Chief Finance Director also acts as an advisor to the President and Treasurer on financial matters and reports directly to the Executive Director. The Chief Finance Director:

1. Advises the UTLA President, Executive Director and the UTLA Treasurer on all financial matters: financial position, internal controls, best business practices, regulatory agency compliance and reporting.
2. Adheres to regulations and implements standard practices required to assure compliance with orders used by duly constituted regulatory and governmental agencies.
3. Coordinates the preparation of long-range financial business plans. Analyzes the plans and makes recommendations for executive action to insure a realistic viable business plan from a financial viewpoint. Manages UTLA's investments, monitors outside investment managers and performance of the investments.
4. Analyzes financial and membership data, reports trends, makes recommendations for systems and procedural changes to improve UTLA's internal general business operations.
5. Directs the operations of the Finance and Membership departments. Works with IT to plan, design, implement and modify the information processing system for the Membership Department.
6. Develops and initiates systems, policies and procedures for transacting financial matters.
7. Manages and participates in the processing of accounts payable, billing, payroll and monthly financial closings.
8. Assists the Treasurer or the Budget Committee with the preparation of the annual budget. Set-up systems and procedures of the Area funds in compliance with UTLA's objectives.
9. Coordinates the fiscal assessment, measurement and evaluation process of UTLA and coordinates with other departments concerning short- and long-range fiscal needs and plans.
10. Organizes and plans internal and external auditing schedule.
11. Manages financial statement preparation.
12. Maintains adequate records of all contracts and leases. Provides short and long-term facilities planning. Works with the property management firm. Develops and

- implements quality assurance programs to protect and insure value appreciation of real property. Ensures proper reporting for fixed assets.
13. Manages the cash flow, investments and negotiable instruments of the organization. Negotiates and maintains banking agreements, lines of credit, leases and loans as necessitated by organizational needs. Reviews and analyzes all banking activities.
 14. Protects the organization's executive officers, board of directors, management, employees and fixed assets to minimize liability exposure through program of risk management and insurable business practices.
 15. Provides custodial responsibility of all documents and records of the organization, including files and retrieval management, accountability and preservation.
 16. Advises and consults on all financial matters of UTLA-employee contractual obligations and relations. Provides direct support to UTLA collective bargaining agreement.
 17. Responsible for all Accounting related to the United Teachers Educational Foundation.
 18. Maintains strong working relationships with counterparts at the California Teachers Association, California Federation of Teachers and the national affiliates.
 19. Performs other responsibilities as assigned by the Executive Director.
 20. Develops policy and procedure manuals for Accounting Department.
 21. Supervises staff training and development.

QUALIFICATIONS

- A. BA/BS Degree in Accounting or Finance
- B. Certified Public Accountant
- C. Minimum of seven (7) years of executive financial management experience
- D. Experience with and broad understanding of critical issues and problems of large not-for-profit corporations.
- E. Demonstrated strategizing, developing, organizing, and leadership skills necessary to successfully affect a multiplicity of projects and activities.
- F. Ten (10) or more years of experience managing financial operations in a large non-profit or union environment.
- G. Demonstrated oral and written communication skills, technological skills and managerial skills.
- H. Demonstrated advocacy for the teaching profession, public education and unionism.

SALARY AND FRINGE BENEFITS

The salary range is \$150,000 to \$175,000 per year. Beginning salary is determined according to background and experience.

Fringe benefits include medical, dental, and vision care for employees and eligible dependents; three weeks of paid vacation and twelve sick days per year. There is also an excellent retirement plan.

TO APPLY

Submit resume, cover letter, and three letters of recommendation in confidence to:

United Teachers Los Angeles
Attention: Diana Darty, Director of Operations
3303 Wilshire Blvd., 10th Floor
Los Angeles, Ca 90010

Submission deadline is Friday, May 10, 2024.

UTLA IS AN EQUAL OPPORTUNITY EMPLOYER