



**Georgia Association of Educators  
Job Posting**

**POSITION TITLE:** GAE’s Chief Financial Officer  
**DEPARTMENT:** Business, Finance, and Technology  
**IMMEDIATE SUPERVISOR:** Dr. Craig Carter, Executive Director  
**EMPLOYEE GROUP:** Management  
**LOCATION:** GAE Headquarters  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Negotiated  
**CLOSING DATE:** 2/6/2023, 5:00 p.m. EST

**JOB DEFINITION:**

The CFO will be a strategic thought-partner for and report to the Executive Director (ED) while working closely with the Board of Directors and the Budget and Finance Committee. As a key member of the executive leadership team, the CFO will play a critical role in partnering with the senior leadership team and Board of Directors in strategic decision making to ensure the organization’s successful operations and safeguarding its long-term financial stability.

GAE is seeking a collaborative, creative, and highly experienced CFO skilled at working with boards/committees to ensure organizational success via wise financial management and oversight. Through the implementation of learned financial strategy and careful analysis, the CFO counsels as to the financial implications of managerial, operational, strategic, and programmatic activities throughout the organization.

This highly impactful role is best suited for candidates comfortable with public speaking, presenting reports, budgets and outcomes, skilled at building consensus via educating diverse groups, and expressing the best strategic financial path/options. GAE seeks a true partner to the Executive Director capable of helping to make smart business decisions as part of the leadership team, working

collaboratively, and who is driven by union values and is passionate about the importance of public education.

**GAE Motto:** *We exist to support, protect, and strengthen those who nurture Georgia's children*

## **QUALIFICATIONS:**

- At least seven years of prior financial leadership experience at a nonprofit organization, union, educational institution, association, school district, or other large membership organization or similar enterprise.
- Thorough knowledge, background and experience in accounting, budgeting, and related financial business operations.
- Ability to effectively lead, develop, and inspire a diverse team of professionals to accomplish GAE goals and objectives.
- Prior experience and or knowledge of overseeing pension and retirement plans, and/or working as a plan administrator.
- Knowledge or awareness of the public education finance system.
- Knowledge of risk management principles, including risk-based approach to evaluating internal control effectiveness to help meet overall organizational goals and objectives.
- Ability to protect against fraud with systematic data management that ensures appropriate internal controls, reviews, and verification.
- Knowledge of the complexities and passion for working in a union environment.
- Bachelor's degree in business, or related field such as finance or accounting.
- Respect for diversity and full inclusion in employment and governance within GAE.
- Ability to effectively communicate verbally, and in writing, to large and small groups, and in formal and informal settings.
- An understanding and appreciation for the societal, civic, and cultural importance of public education.
- Certification as a CPA or advanced degree is a plus.
- Demonstrated ability to work collaboratively with employees, managers, and others in work team settings.
- Knowledge of the values, goals, and mission of GAE, tenets of unionism, and the core issues that resonate within the public education arena.
- Knowledge of training methods, techniques, and administration that facilitate a high level of training delivery.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Georgia.

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

## **ABILITIES AND SKILLS:**

The successful applicant must be able to demonstrate understanding of and proficiency in:

- Analyzing and evaluating the impact of financial and budgetary matters on the association and in the design, recommendation, and implementation of an effective strategic response.
- Effectively working with, engendering cooperative support, and consulting/counseling/ advising with leaders, members, and all levels of association management, governance, and staff.
- Effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, and persuasion.
- Mastery of verbal (both in dialogue and group presentations), professionally written, and editorial communications skills.
- Establishing and maintaining effective working relationships with outside political leaders, government officials, education organizations, unions, and other coalition partners.
- Managing interpersonal disputes and minimizing the effects of conflict on future interactions and job effectiveness.
- Developing and implementing strategic initiatives to effectively carry out a large-scale and complex government relations agenda for the association.
- Thinking quickly and providing clear and persuasive responses in debate-like situations.
- Working with and maintaining data and information of a confidential nature.
- Exercising discretion and independent judgment.
- Demonstrating initiative and resourcefulness.
- Working in a Microsoft Office suite environment.
- Performing duties with a high level of efficiency and accuracy.

## **RESPONSIBILITIES:**

- Direct, supervise, and evaluate the work of assigned staff.
- Prepares reports for submission to the Executive Director, Board of Directors, and the Representative Assembly.
- Serve as chief financial advisor; recommend and implement financial policies and procedures for the Association.
- Administer the financial and business affairs, corporate functions and responsibilities of the Georgia Association of Educators (GAE), an affiliate of the National Education Association (NEA).
- Review, analyze, and evaluate all matters relative to the financial interests of the GAE, including advising the GAE President, GAE Vice President, Secretary/Treasurer, Budget and Finance Committee, Board of Directors, and Executive Director.
- Direct and supervise staff including a team of experienced accounting/finance and membership focused professionals. Provide direction, training and evaluation. Develop a team environment that works cohesively to achieve Association objectives.
- Manage Membership Processing, enrollments, cancellations, reports, dues accounting, billing statements and rosters.
- Serve as the Plan Administrator for the Staff Retirement Plans.

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- Maintain an adequate accounting system, prepare monthly financial reports to the GAE Board for their regular meetings, and prepare such other financial reports as may be required.
- Provide overall administration and management of the accounting function, membership processing, dues accounting, budget formulation and execution, GAEPAC accounting and reporting and other business functions of the Association.
- Participate in the collective bargaining process with the Staff Union alongside the Executive Director, GAE President, and other partners.
- GAE Foundation-Manage accounting, budgeting, cash management, auditing and financial reporting functions of the GAE Foundation. Work with GAE Officers and Board of Directors to develop community involvement and support of the Foundation.
- Oversee the development of the GAE's annual budget, provide monthly financial reports, coordinate the annual audits and preparation of tax returns for GAE, the GAE-Political Action Committee, and the Employee Retirement Plans.
- Maintain relations with financial institutions, actuaries, auditors, vendors, the Internal Revenue Service, Tax Counsel, and other institutions or individuals pertinent to the corporate function of GAE.
- Oversee cash management and monitor the fiscal affairs of the GAE including providing short and long-term forecasting of the financial condition of the Association.
- Provide consultation, advice, training, and assistance to Management, UniServ, and local affiliates regarding their administrative and financial operations.
- Responsible for making arrangements for GAE corporate insurance programs to include affiliate operations where service and cost are appropriate.
- Coordinate with the Plan consultants to advise and recommend investment policy, strategies for the staff retirement plans, and the rate stabilization funds to the trustees.
- Analyze financial and membership data and make recommendations for systems and procedural changes which improve GAE's internal business functions.
- Responsible for the design and maintenance of appropriate internal control systems to insure compliance with applicable regulations and safeguarding GAE's assets.
- Support the approved vision, mission, and goals of the GAE.
- Respond to inquiries from leaders, staff, affiliates, and members in a timely and competent manner.
- Work extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Work with GAE committees, as assigned.
- Perform other duties as assigned by Executive Director.

To apply for the GAE's Chief Financial Officer Manager position, send a cover letter and resume to Dr. Craig Carter at [craig.carter@gae.org](mailto:craig.carter@gae.org). Deadline to apply is Monday, February 6, 2023.

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