



Director of Business and Finance, Associate Staff Manager, Human Resources Manager

Louisiana Association of Educators is seeking qualified candidates who have the necessary experience to fill the Director of Business and Finance, Associate Staff Manager, Human Resources Manager.

Position Description: The Director will handle high-level accounting, managerial accounting, and oversee the financial activities of the association. The director is responsible for overseeing Associate staff and human resources functions. The division director is responsible for but not limited to the following:

Manage all aspects of accounting: billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, inventory accounting, revenue recognition and various special analyses

Prepare and organize financial statements for record and review

Prepare quarterly and annual financial reports, determine cost estimates and maintain a current projection of revenue and expenditures

Organize information and statements for audits and both internal and external auditors

Oversee staff benefits and retirement and serve as administrator and point of contact for TRSL, Security Benefit, Blue Cross, AlwaysCare, Principal, BXS Insurance, etc.

Comply with all local, state, and federal laws regarding finances, tax filings, and reporting

Ensure company complies with all additional legal and regulatory requirements

Assist in contract negotiations and assume other responsibilities within the Collective Bargaining Agreement (CBA)

Assist local affiliates with financial matters and reports and provide guidance on financial matters as needed

Monitor NEA Program grants including to work in partnership with the grant manager and the grant owner in keeping track of grant funding and expenditures

Serve as staff consultant to the LAE Budget Committee and advise on business and finance related issues and prepare final budget for association as outlined in adopted bylaws

Maintain recommendations and supervise the investments and return on the investments and report status of investments to the Executive Director and Board of Directors

Assist in hiring personnel and providing new hire documents and processing

Maintain accurate records of employee benefits: retirement, compensatory time, insurance, sick leave, vacation leave, etc.



Supervise clerical membership processing and business and finance staff; review accuracy of membership records, deadlines for receiving membership records, the timeliness of the dues submitted to the Association.

Assume other responsibilities as may be assigned by the Executive Director

Qualifications, Education and Experience

The candidate must have a Bachelor's degree in Business Administration, Accounting, or Finance. Certified Public Accountant, Certified Management Accountant or MBA preferred.

Minimum of seven (7) years of progressive experience in accounting with an extensive knowledge of financial reporting, budget preparation, regulatory compliance, and payroll and benefits administration.

Ability to solve problems independently and make sound decisions.

Ability to assess organizational needs and troubleshoot issues as they arise.

Ability to work independently on challenging projects, team oriented, process oriented, etc.

Advanced skills in the use of MS-Office (i.e. Word, Excel, PowerPoint, Access and Outlook) tools.

Demonstrated ability to develop standard operating procedures and write documentation needed for recommendations.

Ability to present complex financial information to an audience with varying levels of technical understanding.

Strong organizational skills demonstrated by the ability to manage staff while overseeing multiple projects simultaneously with an ability to follow through and meet deadlines.

Experience working in a member-based organization, reporting to and advising an elected board of directors desired.

Non-profit experience a plus.

Compensation

LAE offers a competitive salary and benefits package consistent with experience, skills and demonstrated abilities.

To Apply

Individuals interested in this opportunity are to submit a resume reflecting qualifications for this position and a letter of interest which specifically addresses how accomplishments in your career have prepared you to meet the challenges and opportunities presented in this position electronically to Naila C. Holmes, LAE Executive Director at nholmes@lae.org. Deadline to apply is January 21, 2022.