



Notice of Open Position

A Union of Professionals

December 6, 2019

Job Title:	Deputy Chief Financial Officer	Unit:	Management (Senior Manager, Level B)
Job Number:	MGT-41-53-1219-V	Supervisor:	Chief Financial Officer
Department:	Finance	Salary:	\$178,018

Special Note: The deputy chief financial officer will assist with long-term financial planning, treasury risk management, systems administration, contract administration, regulatory compliance, affiliate services, and continuous improvement strategies.

Position Summary: Under the direct supervision of the chief financial officer, the deputy chief financial officer will assist with reviewing and analyzing the financial position of the organization and implementing sound financial practices. Primary duties will include the development, analysis and interpretation of accounting and budget information to inform key decisions; monitoring and reporting of all financial and fixed assets to include investments and operating cash on hand; managing and improving finance technology; overseeing affiliate services and capacity building programs, as well as other matters bearing on the fiscal soundness and operational effectiveness of the AFT and its related entities and affiliates.

Position Responsibilities:

- Assist in establishing major economic objectives and policies for the organization; prepare and present reports that clearly communicate AFT's financial position in the areas of income, expenses and net assets based on past, present and future operations.
- Lead monthly AFT departmental and organizing project budget and compliance reviews, comparing actual expenditures and income to the approved budgets and ensuring regulatory compliance with the Department of Labor, Internal Revenue Service, and other state and local regulations.
- Conduct financial analysis for executive management and develop AFT's annual budget and financial forecasts to include presentations to the Executive Council or any subcommittee.
- Liaise with the AFT auditors and review financial statements and regulatory filings for accuracy and alignment with AFT's organizational objectives.
- Work with the chief financial officer to develop and carry out long-term financial goals for the organization, to include the oversight of all investments, debt and other credit facilities, loans, and per capita workout agreements.
- Forecast and monitor short and long-term cash position and provide bank account management including user administration, cash flow management, balance reporting, wire processing and transfers.
- Plan, manage, and implement business software to advance and streamline financial operations; develop and administer security procedures for all finance technology; and assist in the development of standard operating procedures and other financial policies.
- Administer the contract review and approval process in accordance with expenditure policies and procedures for all consulting and business agreements.
- Oversee and manage the Finance Department's internal and public website pages to ensure the most accurate and current information is readily available to all staff and affiliate leaders.
- Develop and manage AFT's on-line and/or on-site training programs for staff and affiliate officers in the performance of their duties as financial stewards.
- Perform field audits and assist affiliates with compliance of applicable state and federal financial reporting laws and regulations as well as AFT's constitution and bylaws.
- Monitor organizational expenditures for fraud, waste, negligence and abuse.
- Identify and measure financial and operational risk; manage all corporate insurance policies and renewal requirements; and develop risk mitigation plans as needed.
- Supervise staff and evaluate work performance accordingly; develop and train staff in support of

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- their career advancement; and monitor key performance indicators.
- Other duties as assigned; some travel required.

Primary Knowledge, Skills and Abilities:

- Master's degree in finance, business or related field required.
- Active Certified Public Accountant license preferred.
- A minimum of ten years of related experience ideally gained through increasingly responsible management positions within the finance industry.
- A minimum of five years of recent experience in a lead financial role with responsibility for accounting, budgeting, payroll and cash management.
- Strong technical and analytical skills with the ability to build financial models and forecasts.
- Working knowledge of manual and automated accounting systems with an ability to structure and analyze complex financial reports.
- Sound administrative skills in addition to well-developed management and leadership skills (principles and people).
- Excellent verbal and written communication skills.
- Systems administration and project management experience preferred.
- Hands-on experience with Microsoft Dynamics Great Plains is a plus.
- Familiarity with labor unions or non-profit associations is highly desirable.

Work Environment:

- Work is generally performed in an office, but some travel is required.

How to Apply:

Applicants should submit a cover letter and resume to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2798581.

Application Requirements:

There is no internal posting period for this vacancy. Applicants will be considered as they apply.

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