



## **Finance Assistant Confidential to the Chief Financial Officer**

### **Based in Hartford, Connecticut**

#### **About Us:**

Connecticut Education Association is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The Connecticut Education Association (CEA) is seeking applicants for the position of Finance Assistant (Confidential) to the CFO.

We are looking for a candidate with enthusiasm for public education and expertise to help the finance side of the Connecticut Education Association's mission. The successful candidate will assist the CFO with financial responsibilities including: a) analysis of salary and compensation for the purposes of periodic, confidential negotiations of internal union contracts, and compliance with such contracts, b) oversight of a bi-weekly payroll process including relevant deductions and modifications, c) oversight of accounts payable and receivable.

The successful candidate will need to adhere to confidentiality requirements as they pertain to payroll, health insurance, personnel, and internal union contract negotiations and compliance issues.

As a strong team player, your mission will be to assist in overseeing, streamlining, and continually modernizing our financial processes.

#### **Daily and Monthly Responsibilities**

##### **Internal Contract and Collective Bargaining Support:**

- Provides CFO with estimates for salary and benefits for negotiation of internal union contracts and helps prepare information for administration of current and negotiation of future internal contracts.
- Conducts financial analysis related to grievances and other issues related to the oversight of internal union contracts.
- Assists HR Director with payroll, health insurance, including confidential information regarding health costs and issues for individuals, pension matters, and other HR issues for staff related to salary and benefits, and contract compliance and negotiations.

**Accounts Receivable:**

- Responsible for full cycle Accounts Receivable (A/R) function including managing A/R Inbox, desktop deposits, other collections, and sending invoices and statements.
- General ledger activities include preparing A/R and Accounts Payable (A/P) related journal entries.
- Reconcile key A/R accounts.
- Receive, research and resolve a variety of routine internal and external inquiries concerning dues payments by local associations or members, including communicating the resolution of discrepancies to appropriate persons.

**Accounts Payable:**

- Ensures that for all Purchase Order related invoices that the match process of gathering the Purchase Order (PO), Receiving Approvals and Invoice copy occurs timely and is accurate. Request approval as needed on service-related invoices.
- Ensures that all non-PO invoices get timely approvals and that General Ledger (GL) accounting coding on invoices is accurate.
- Processes and enters all A/P invoices and expense reports into QuickBooks or other designated system, including ensuring correct GL Account coding.
- Mail/distribute signed checks or electronic payments including assembling check payment advice to invoices.
- Assists with reconciling vendor statements, including asking vendor for missing invoices we do not have.
- Review employee expense reports and ensure receipts are attached and approvals received.
- Files, maintains, and distributes accounting documents, records, and reports.

**Payroll:**

- Process bi-weekly payroll for all employees by using where applicable, timesheets, leave requests, wage rates per policies or union contracts, regular deduction schedules and other adjustments.
- Follow and calculate all outside wage garnishment requests or judgments when required on an individual's paycheck.
- Manage tax and withholding records and deductions for all federal, state, local or other taxes that affect payroll amounts.
- Answer questions regarding paychecks, withholding tax issues or wage adjustments from employees and help troubleshoot possible issues with pay.
- Publish payroll verification requests for former employees moving on to new opportunities within a reasonable time limit.
- Communicate payroll and tax updates to CFO, HR Director and management.
- Work with payroll vendor to investigate any discrepancies and resolve issues.

- Performs other duties as required to support the CFO and Finance and Administration Department, and HR Director, as directed by the CFO.

### **Skills and Qualifications**

- Bachelor's degree in business, accounting, or related field.
- Graduate in Accounting or Finance with bachelor's degree or higher, preferred.
- Three years or more experience in accounting and/or similar roles.
- Competency with QuickBooks, virtual AP workflow solutions, Concur or similar accounting systems.
- Familiar with payroll software, and payroll garnishments and benefits distribution.
- Strong Excel skills.
- Data entry skills.
- Excellent math and calculation skills.
- Comfortable working with confidential personnel fiscal or benefits information.
- Good listening skills
- Strong verbal and written communication skills.
- Excellent attention to detail.
- Strong ethics.
- Ability to work independently and as part of a team.

### **Person to Whom This Position Reports:**

Manager: Chief Financial Officer

### **Pay and Benefits**

The salary range is \$ 63,215 – 81,012 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days, and sick time.

### **Equal Opportunity**

Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

Individuals with disabilities requiring disability relate accommodations in the application and interview process, please call Jennifer Green in Human Resources @860-725-6303.

### **Applications**

Interested candidates should submit a letter of interest, resumé and complete contact information via email to Jennifer Green at [Jenniferg@cea.org](mailto:Jenniferg@cea.org) no later than September 15, 2023.