



## Controller

### Maryland State Education Association (MSEA)

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 76,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The controller supports the chief financial officer ("CFO") who leads all day-to-day finance operations and manages the areas of accounting, payroll, membership services, property management, and information technology. The controller assists in the performance and management of a broad scope of accounting activities, including cash management, accounts payable, accounts receivable, payroll, financial audits, general ledger, budgeting, financial statement preparation and analysis, audits, internal controls, regulatory reporting and compliance, pension, and post-retirement healthcare accounting. The controller serves as a member of the MSEA management team and as a key strategic partner to the CFO and senior leadership, providing financial insight, risk analysis, and decision support to advance the Association's mission and ensure the responsible stewardship of member resources.

#### RESPONSIBILITIES:

- Supervise, direct, and manage the work of the accounts payable and accounts receivable staff.
- Establish and assess performance expectations of assigned staff while supporting their professional development.
- Align financial policies and procedures with Association's objectives and best practices.
- Review journal entries prepared by the accounting staff.
- Provide departmental oversight in the CFO's absence.
- Ensure transparency, integrity, and accountability in the management of Association resources in alignment with MSEA's mission and values.
- Document and continually update financial procedures and manuals, identifying and implementing best practices to strengthen internal controls, enhance efficiencies, accuracies and monitor departmental compliance.



- Participate and provide feedback in the on-going development, implementation and maintenance of the new accounting ERP (integrated software) to be utilized by the Association.
- Develop and conduct effective presentations and training sessions, including, but not limited to, annual updates to the treasurer handbook's logical and integrated content used to train and educate local affiliate governance.
- Identify opportunities and potential risks to the association and recommend mitigation strategies to executive leadership. The candidate is expected to research emerging financial, accounting, and regulatory issues and make recommendations regarding their impact and implementation on MSEA and our locals.
- Manage and maintain records and files for areas of assignment and in compliance with document retention policy.
- Prepares and presents financial materials and analysis for Board and committee review as requested.
- Plan with CFO in the establishment and implementation of departmental goals in alignment with the Association's strategic plan.
- Supports continuity of financial operations and institutional knowledge through documentation, cross-training, and systems planning.
- Assist in the annual audit process with the external auditors including the audit of the Pension Plan.
- Conduct research and analysis on various tax issues consulting with external tax experts on a case-by-case basis as needed and as directed by the CFO.
- Leads and models alignment with MSEA's organizational practices related to racial, social, and economic justice to include supporting an inclusive work environment, encouraging cross-cultural communication, inviting diverse perspectives and feedback, and fostering an environment where all employees feel valued and respected.
- Participate in decision-making as a member of the management team.
- Attendance at monthly board of director meetings.
- Availability to work evenings and weekends, and/or extended hours.
- Position requires occasional travel, primarily in-state.
- Perform other duties as assigned.



## **QUALIFICATIONS:**

- Minimum of a Bachelor's degree in accounting, finance or business administration with 5+ years of progressively responsible accounting experience and 2+ years managerial experience. CPA or MBA preferred.
- Experience with not-for-profit financial reporting and regulatory compliance preferred.
- Candidate must be detail oriented and possess experience with financial statement preparation, accounts payable, accounts receivable, and general ledger accounting.
- Experience maintaining internal controls related to safeguarding receipts and expenditures is required.
- Strong analytical, organizational and communication skills are required.
- Experience with standards, concepts and strategies that are applied in planning, design, and implementation of automated financial reporting systems and applications is required.
- Experience with SAP Concur employee expense and invoice processing software platform is preferred.
- Ability to plan, review work, delegate and provide guidance to accounting staff.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to listen and comprehend information and ideas presented through spoken and written words and sentences.
- Ability to communicate information and ideas in writing and speaking so others will understand.
- Ability to develop ideas, innovative approaches, and solutions; be self-directed; filter/process, assemble, and present information for ambiguous situations; and elicit information comprehensively to understand current business needs and objectives in formulating financial strategies.
- Ability to multitask and recognize established priorities and deadlines.
- Experience developing budgets and performing related monitoring and analysis.
- Knowledge of defined benefit and defined contribution plans.
- Has a valid US driver's license that complies with the state of Maryland.



### **Compensation**

Salary: The starting salary range for this position is \$162,564 to \$168,396.  
Date of Employment: As soon as possible  
Submission deadline: Open until filled  
Email address: [careers@mseanea.org](mailto:careers@mseanea.org)

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be downloaded from the MSEA Careers website at [marylandeducators.org](http://marylandeducators.org). All applications must be typed.

### ***MSEA is an EQUAL OPPORTUNITY EMPLOYER.***

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.