



THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS SEEKS A NEW CHIEF FINANCIAL OFFICER

ABOUT THE ASSOCIATION

The Association of California School Administrators (ACSA) is the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all California students. The association has upwards of 95 full and part-time staff, a budget of \$25M, and 17,000+ members across 19 regions. Key offerings include advocacy, professional development, mentorship, credentialing, and support on legal matters and crisis situations.

Under new leadership, ACSA is embarking upon a time of change, evaluating systems, services, and programs to modernize the association allowing it to better serve its current members as well as attract new members.

POSITION SUMMARY

Reporting to the Executive Director (ED), the CFO, is an essential member of the management team (Cabinet), plays an important leadership role as ACSA's most senior expert on accounting and financial matters, and provides strategic advice and counsel to position the association for ongoing financial success.

The CFO leads the Financial Services Department consisting of 6-8 FTE handling budgeting, forecasting, accounting, auditing, cash flow management and investments, financial reporting and analysis, taxation and governmental filings, and capital asset management. In addition, the CFO oversees key accounting functions for ACSA and its six related entities including a foundation, two PACs, two insurance entities, and a national affiliate.

The CFO also oversees ACSA's Information Technology Department consisting of 3-4 FTE and is charged with gaining support for and leading digital transformation, migration from legacy systems and positioning the organization to run on a modern digital platform. Through innovation and collaboration, the CFO will lead an organization-wide initiative of information and knowledge sharing that incorporates the growing number of hybrid and fully remote employees and embraces the integration and adoption of cloud technologies.

The CFO must possess a strategic mindset and have the ability to champion change, communicate effectively, collaborate with both internal and external stakeholders, and buy into the association's mission to support school leaders in their efforts to support students. The CFO is expected to understand the entire organization and leverage that knowledge into actionable strategies that cumulatively elevate ACSA's impact.

ESSENTIAL DUTIES and RESPONSIBILITIES

Operator

- Plans, organizes, manages, and provides administrative direction, analysis, and oversight for all functions and activities of the Financial Services Department including oversight of the Association's operating and capital budgets. Recommends and administers policies and procedures.
- Directs, trains, supervises and evaluates department management staff; Coaches and mentors department team to enhance knowledge, understanding and performance.
- Prepares and presents financial reports, studies and other necessary correspondence to the Executive Director, Cabinet team, various Committees, Region leaders, and the Board of Directors.
- Reviews all grant reports, requests for reimbursement and related contacts with governmental agencies.
- Working collaboratively with the IT department, manages and leads improvements associated with the

Association's primary accounting software (NetSuite).

- Manages relationship with audit firm and coordinates and prepares information for the annual independent audit.

Steward

- Provides guidance, training, and technical support to ACSA's affiliated Regions/Charters and coordinates with these entities to collect and compile financial/tax information.
- Serves as a Trustee for the ACSA 401(k) retirement plan.
- Responsible for internal control strategies including development, monitoring, review and revision.
- Oversees and directs processes for accounting and reporting used to complete PAC and lobbyist reports.
- Plans and monitors association investments and cash management activities and reserve funds.
- Provides guidance and support as a staff liaison to assigned committees such as Finance Committee, Audit Committee, and others as assigned.

Strategist

- Brings a strategic mindset that aligns the organization and its finance strategy to effectively grow the association.
- Leverages financial perspective to innovate, evaluate and undertake strategic investments that promote the overall performance of the organization.
- Provides information and insightful analytics for the organization to make sound business decisions.

Catalyst

- Stimulates and champions the timely execution of transformation in Financial Services across the organization by engaging and communicating effectively.
- Influences others, advancing positive behavior change, and developing insights based on data, modeling and scenario planning.
- Forms relationships and negotiates positive outcomes that result in organization-wide execution.

QUALIFICATIONS

Education:

- Bachelor's degree in related field, Master's degree preferred

Experience:

- Ten years progressively responsible professional experience in accounting or financial management.
- Five years' experience supervising a varied accounting team
- Three years' experience handling general business administration, doing so in a membership-based organization a plus

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of accounting, finance, GAAP, auditing, complex budgeting, financial reporting, cash management and investments, commercial insurance, and profit-sharing plan administration.

- Local, state and federal laws, rules and regulations, and best practices pertinent to non-profit entities and CA employers including foundations, PACs, lobbyist employer, etc.
- Organizational and management techniques for evaluation of programs, policies, and operational needs including personnel management.
- Intermediate proficiency in Microsoft Office Suite and mid-market financial accounting software, preferably NetSuite.

Skills and Abilities:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Assess issues and situations beyond 'face value', recognizing trends and underlying issues to break down complex problems into component parts, identify discrepancies in information, make logical conclusions, put forth recommendations, and take appropriate actions.
- Interpret and apply association policies, procedures, rules and regulations.
- A respectful communicator who can gain cooperation through discussion and persuasion and handle controversial and/or sensitive information in a diplomatic manner.
- Ability to clearly and effectively communicate complex financial information to non-accountants in written, verbal, and presentation formats.
- Work effectively, meet deadlines, and exercise good judgment under pressure and advise individuals on sensitive and confidential matters.
- Self-directed and possess the ability to effectively manage multiple priorities and complete assignments within established time frames to meet deadlines.
- Supervise, evaluate, and motivate staff; create a positive work environment while also holding employees accountable.
- Establish and maintain effective working relationships that demonstrate teamwork, respect and collaboration with a variety of stakeholders including staff at all levels, association members, business partners, governmental agencies, and the general public.
- Proven record of integrity, collegiality and collaboration.

COMPENSATION AND BENEFITS

Salary range is \$225,000-\$240,000, including 401(k) profit sharing in the amount of 17% of eligible wages, 90% employee/50% family employer contribution for medical coverage, 100% employer-paid employee/family dental and vision coverage, 100% employer-paid Life, Long-term Care, Long-term Disability employee coverage. We offer 4 weeks of vacation, 12 days of sick leave, and 19 holidays annually. ACSA currently operates under a hybrid work arrangement with Mondays and Fridays on a remote basis and an in-office presence in our Sacramento office Tuesdays through Thursdays. As a key member of the leadership team, the CFO may be required to work in our Sacramento office additional days during the work week as needed.

APPLICATION PROCEDURE AND TIMING

To apply send resume and cover letter (we'd love to learn why this position is the right fit for you!) to hr@acsa.org. Position is open until filled however ACSA is eager to welcome a new CFO as soon as possible. As such, priority review and consideration will be given to applicants who submit their candidacy by March 20, 2023.