



**Kentucky Education Association
Job Description**

Title: Director of Finance
Employment Status: Fulltime exempt
Supervisor: Executive Director
Location: KEA Headquarters, 401 Capital Avenue, Frankfort, KY 40601
Date Revised: January 21, 2025

Deadline: Initial deadline for applications is Friday, February 21, 2025; however, posting will remain open until filled

Submission: All candidates must complete the [KEA employment application](#) and submit the required resume. The application and job description can also be found at www.kea.org on the "About Us" page.

KEA Mission and Vision:

KEA is the preeminent voice for quality public education. We unite, organize, and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

The Kentucky Education Association (KEA) is a not-for-profit 501 (c)(6) corporation and is a state affiliate of the National Education Association (NEA). KEA is a voluntary membership organization with membership limited to public school educators who are employed in Kentucky. KEA is a democratically governed private entity with elected officers and a governing board of directors. KEA employs a unionized workforce and engages in collective bargaining with our employees.

Association Values:

- **Advocacy:** uses effective, meaningful communication and action to promote the interests of school employees and public education
- **Collective Action:** works together to achieve common goals
- **Integrity:** demonstrates sincerity, trustworthiness, and reliability
- **Professionalism:** directs sound judgment, empathy, and high standards
- **Respect:** consistently values individuals and their contributions
- **Unity:** lays the foundation for a strong association through shared vision

Summary of Position:

KEA seeks a well-qualified Director of Finance to support proper monthly and annual accounting procedures and ensure financial compliance. The Director of Finance serves as the Association's chief financial officer, a position characterized by significant fiscal responsibility which requires detailed, consistent financial management and accounting compliance. Under the supervision of the executive director and working collaboratively with the elected officers and management, the Director of Finance safeguards the Association's assets in compliance with regulations and policies of governmental bodies, the Association's governing bodies,

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

and approved internal controls. The Director of Finance ensures the proper maintenance of the Association's official accounting records and the accurate and timely reporting of the Association's financial affairs to government agencies, Association governing bodies, the officers, and the executive director.

Essential Position Responsibilities:

Association Management: Serve as a member of KEA's management team, attending internal management and planning meetings, meetings of the board of directors, and other meetings as may be required. Provide on an as-needed basis consultation, advice, and assistance to KEA staff and local and district affiliates regarding administrative, fiscal, and program matters. Supervise staff assigned to the finance department. Oversee the maintenance of the KEA building in Frankfort and work with the officers and executive director to assure a safe, well-maintained, and attractive headquarters for the Association. Timely complete other related duties as may be assigned.

Financial Management: Serve as chief financial advisor for the Association. Provide daily, consistent management of KEA's finance office, including all accounting, budgeting, and audit processes. Working closely with the Director of Membership, ensure accurate dues collection and accounting. Select, train, and supervise personnel in the finance office to assure efficient operations and timely delivery of required work products. Recommend and implement changes necessary for improving the finance office's operations. Timely complete other related duties as may be assigned.

Finance Operations: Review, analyze and evaluate all issues relating to the financial interests of KEA. Timely generate monthly financial reports. Share information and advise other managers and internal leaders, including but not limited to advising the executive director, statewide elected officers, board of directors, and relevant committees as may be assigned. Act as the named treasurer of the Kentucky Educators' Political Action Committee (KEPAC) and ensure timely reporting of KEPAC's financial activities as required by law. Prepare for efficient annual audits of KEA and KEPAC and ensure timely tax preparation and submission for both entities. With the executive director, implement the Association's investment policy, review investment statements, and recommend policy or financial manager changes as may be necessary and appropriate. Maintain collegial and productive internal working relationships with officers, the executive director, other managers, and KEA staff. Establish and maintain good working relationships with financial institution representatives, investment advisors, and auditors. Establish review and approval procedures for travel and expense invoices, vouchers, purchase orders and related documentation to assure validity and timeliness of data compiled and reported. Assist with the preparation of the KEA Program and Budget and with materials and meetings to educate delegates about the budget prior to its adoption. Provide monthly financial reports, cost analyses and projections to the board of directors, officers, and executive director. Timely complete all required federal, state, and local financial reports and returns. On an as-needed basis, advise the board of directors in bargaining with the KEA Staff Organization (KEASO). Timely complete other relevant duties as may be assigned.

Education & Experience:

- Bachelor's degree in accounting required; advanced degree in accounting desired
 - Current Certified Public Accountant status and the willingness and ability to maintain that certification strongly preferred
 - At least three (3) years' recent experience in non-profit accounting strongly preferred
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- At least three (3) years of recent experience supervising staff
- Experience in a unionized workplace preferred but not required
- Strong technology skills required, with experience in PeopleSoft, Quickbooks (Enterprise), and electronic expense reporting systems strongly preferred

Other Requirements:

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- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment, using technology and limited lifting and carrying related to office responsibilities
 - Ability to pass a criminal background check
 - Flexibility, willingness, and ability to work long hours, nights, and weekends
 - Must possess and maintain a valid Kentucky driver's license, or have the ability to obtain one
 - Willingness to travel extensively by various conveyances, including driving an automobile
 - Must work primarily in-person at KEA Headquarters in Frankfort, KY; intermittent work from home is possible, but is not preferred

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Kentucky Education Association (KEA) is an equal opportunity employer. As such, KEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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