

CHIEF FINANCIAL OFFICER

The Maryland Association of Boards of Education (MABE) is searching for a Chief Financial Officer to report to the association's Executive Director in the Annapolis office. Interested applicants should submit a letter of interest, resume, and three references to jobs@mabe.org. This position will remain open until filled, with a target start date of late-May.

DUTIES AND RESPONSIBILITIES

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible to help ensure fiscal integrity, including development of proposed annual budgets and review of monthly financial statements for all MABE programs.
- Prepare financial analyses including revenue and expenditure statements and provide comparative data for all MABE programs.
- Work with independent auditors/consultants in the review of financial records and recommendations for all programs to produce unqualified opinions for each entity.
- Supervise accounting staff.
- Work with payroll and benefits provider to communicate personnel payroll and benefits changes.

QUALIFICATIONS

- Bachelor's degree in accounting, business, finance, or a related field.
- Current CPA license strongly preferred.
- Five to seven years' experience performing accounting and financial management functions. Insurance experience preferred.
- Thorough knowledge of investment and generally accepted accounting principles and practices.
- Strong attention to detail and willingness to be highly engaged in the details of accounting processes.
- Must be able to effectively communicate with claims staff, consultants, underwriters, actuaries, clients, and various Board of Directors when making recommendation effectively and successfully.

SALARY & BENEFITS

Salary commensurate with experience. MABE offers an excellent health insurance plan, as well as life and disability insurance. We also offer an employer-provided SEP/IRA retirement plan, and paid annual and sick leave. Cost of living and merit increases are typically offered.

ABOUT MABE

The Maryland Association of Boards of Education is a private, non-profit organization dedicated to serving and supporting boards of education in Maryland. MABE's Mission is to provide members with a strong collective voice and support local school board governance through professional development, advocacy, and member services. For more information, visit <https://www.mabe.org/>.

The Maryland Association of Boards of Education is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.