



## **Director of Finance and Administration**

**Based in Chicago, IL**

### **Summary**

SEIU Local 73 seeks a **Director of Finance and Administration** to ensure effective and efficient internal operations, including finance, data and dues processing systems, IT, personnel, and administrative support. The Director of Finance and Administration will be a member of the Senior Staff and will be a key advisor to the Union in the implementation of the Union's strategic plan.

The ideal candidate for the position will have senior level leadership experience in a small to mid-sized not-for-profit membership-based organization and functional experience in operations, personnel and data systems. The Director of Finance and Administration will be leading a team that is building a culture of continuous improvement of operations – through a regular cycle of measurement, analysis, deliberation, and implementation. S/he will be an experienced manager who will seek every opportunity to develop the talents and leadership of the entire internal operations team including both department directors and front-line staff. In addition, the ideal candidate will be someone who looks forward to interacting constructively with the diverse set of staff, member leaders, employers, and vendors that the Director of Finance and Administration will need to deal with on a daily basis.

Successful managers at SEIU Local 73 have a progressive orientation and can be nimble in shifting priorities to the changing needs of a growing, dynamic organization. The successful candidate for the position will be a leader have a passion for the mission of Local 73 and will be able to connect and align the administrative functions of the union to the Local's strategic goals.

### **About SEIU Local 73**

With nearly 30,000 members (and growing), SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana who are employed in state government, local government, school districts, publicly funded social service agencies and colleges and universities.

Local 73 is committed to bettering the lives of working people through organizing workers to create a powerful voice on their job to win fair wages, meaningful benefits, a sustainable retirement and job protection.

SEIU Local 73 is affiliated with the Service Employees International Union (SEIU) with 2 million members in the US, Canada and Puerto Rico. Local 73 is united with those 2 million members in a shared belief in the dignity of workers and the value of their work and in a commitment to a more just and humane society.

### **Roles and responsibilities include, but are not limited to the following:**

#### ***Systems Development and Integration***

- Improve the operational systems, processes and policies in support of the organization's mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of support services (HR, IT, etc.), through improvements to each function as well as coordination and communication between support and core union functions.

### ***IT/Data***

- Oversee the work of the Data and IT staff, systems and service providers contracted by the Union so that the computer network and data systems are up-to-date and secure.
- Periodically evaluate the work of the Data and IT staff, systems, and contractors

### ***Finance***

- Support the officers with budget development, fiscal analysis and financial reporting
- Supervise the Comptroller who is responsible for general bookkeeping and accounts payables
- Supervise the dues department which is responsible for accounting for incoming dues payments and other accounts receivable
- Oversight of annual audit and production of required LM-2 and 990 forms (performed by outside CPA and Comptroller.)
- Collaborate with outside CPA in implementing recommended financial controls, policies and procedures

### ***Administrative support***

- Align the administrative functions to support the priorities, campaigns and programs of the Local
- Maintain and/or direct the maintenance of union files, archives and records, on-site and off-site, with a focus on moving towards a paperless environment
- Handle facility management Issues
- Manage third party contracting processes and coordinate vendor, insurance, and professional services contracting and material and resources allocation

### ***Personnel and HR***

- Provide direction to staff who manage employee leave time, evaluations, progressive discipline, and recruitment and hiring process
- Ensure personnel policies are up to date and recommend additional policies or modifications to policies
- Develop, maintain and communicate effective and efficient policies and administrative procedures for personnel programs
- Manage all aspects of human resource administration
  - Payroll & benefits administration
  - Policy drafting and implementation
  - FMLA administration
  - Personnel file management
  - Legal compliance
  - Evaluations management

### ***Lead staff***

- Directly supervise operational and administrative departments and consultants including Finance, Membership & COPE, HR, Office Manager, and IT/Data, and provide leadership, guidance and motivation to staff.

## **Education and Experience Requirements**

The ability to thrive and operate in a fast-paced mission driven environment requires that the ideal candidate will possess a quick thinking and adaptable style that understands the benefits of “leading from the side” to affect change and drive progress. Additionally, s/he will, be an experienced professional who performs successfully and with good humor, in the face of ambiguity and complexity. While no candidate is expected to possess all of these qualities, the ideal candidate will demonstrate the following professional and personal abilities, attributes and experiences:

- A bachelor’s degree in a related field or an equivalent combination of education and experience in an organization of similar size and complexity
- Familiarity with budgeting and basic financial analysis necessary for resource planning and decision-making by a local union or similarly-sized membership organization
- At least five years’ experience in non-profit operations and administration functions preferably a union or other membership-based organization
- Demonstrated commitment to the labor movement’s goals and values, and an understanding of key labor-union concepts
- Ability to work well in a fast-paced, dynamic “campaign” environment
- Leadership skills that include team building, coaching, problem analysis, and conflict resolution, and have strong skills in systems development and management.
- Excellent oral, written and listening communication skills
- Commitment and capacity to maintain the highest level of integrity, judgment, confidentiality and discretion in leading, and in managing information and resources
- An energetic, collaborative leader with a proven ability to mentor and motivate a talented and committed staff

## **Working Conditions**

- The position is based in the Chicago headquarters of the union.
- Long and irregular hours frequently required.
- Minimal amount of travel and very occasional overnight travel may be required.

The position includes a competitive salary based on experience and a package of benefits that includes paid holidays, vacations, fully paid health benefits including health, dental, vision and prescription drug benefits. All staff in the union are participants in a defined benefit pension plan fully paid by the employer.

## **To Apply**

Interested candidates should submit a cover letter with salary requirements and résumé to [careers@seiu73.org](mailto:careers@seiu73.org). Interviews will begin the second half of November and continue until the position is filled.