



## **Chief Financial Officer**

### **Association for Career & Technical Education**

***Alexandria, Virginia (hybrid – minimum of 2 days per week in office)***

The Moran Company is pleased to partner with the Association for Career and Technical Education to recruit the organization's Chief Financial Officer.

### **Organizational Background**

The Association for Career and Technical Education (ACTE) is the largest national education association dedicated to the advancement of education that prepares youth and adults for careers. Founded in 1926 and celebrating its 100th anniversary this year, ACTE is experiencing dramatic growth, currently standing at 30 staff members with plans to add 5 more in the coming year. The organization reported over \$10.9 million in revenue in 2025 and reached a record-setting membership milestone of over 30,000 members. The organization is in a very strong financial position with \$14 million in cash reserves.

ACTE maintains a robust, mission-driven culture with a high retention rate, including staff who have been with the Association for over 20 years. The culture is highly collaborative and values strong cross-departmental relationships. ACTE operates out of a headquarters building they own, which currently houses three additional tenants.

### **Position Summary**

The Chief Financial Officer (CFO) is a critical senior leadership role reporting directly to the Executive Director. The CFO will manage the financial, human resources, and operations functions of the Association. This is an active, hands-on financial leadership role requiring the CFO to balance big-picture strategic thinking with tactical, day-to-day work. The CFO is a valued resource for their team as well as a strategic thought partner for the board and senior leadership.

The CFO will ensure the accuracy of financial reporting, oversee system integrations between the iMIS database and Sage Intacct accounting system, and serve as a key financial resource to the Board of Directors. Additionally, the CFO will supervise a relatively new internal team and oversee an outsourced Controller, ensuring seamless financial and operational support for the Association's ongoing growth. The ideal candidate is someone who can enhance an already collaborative team, improve legacy processes, and contribute financial expertise and acumen in a growing organization.

## **Key Responsibilities**

### **Strategic Leadership and Planning**

- Actively participate in the oversight and strategic direction of the Association as a member of the Executive team and Senior Staff team.
- Develop and oversee the budgeting process for the Association, utilize budgets prepared by other departments, and modernize existing budget templates.
- Manage human resources activities, including oversight of all staff benefits, as well as facilities, tenant relations, legal, and information technology functions.
- Negotiate and execute contracts, MOUs, and agreements with funding sources, vendors, and collaborative service providers.
- Update legacy policies, procedures, and control documents to take full advantage of existing technology and software.
- Demonstrate forward-thinking leadership, challenging the status quo and investigating modern solutions, including the use of AI.

### **Financial Management and Compliance**

- Actively manage day-to-day accounting and financial operations, monitoring cash receipts and disbursements.
- Prepare, analyze, and present monthly financial reports and variance reporting, ensuring strict deadlines are met.
- Manage complex expense and revenue deferrals related to membership dues and events.
- Provide tactical support for staff, such as assisting with GL codes and proper financial allocations.
- Oversee semimonthly payroll, payroll taxes, and all Association insurances.
- Monitor investments, initiate transfers, and meet quarterly with the investment advisor.
- Serve as the primary liaison with the independent auditing firm to ensure the annual audit is completed smoothly, accurately, and in a timely manner.

### **Systems, Processes & Controls**

- Maintain and optimize the integration between the iMIS EMS database and Sage Intacct accounting software.
- Manage documented accounting control systems, internal audits, and ensure compliance with regulatory standards.
- Update control documents and financial policies and procedures.
- Manage staff who handle building operations, including maintenance, tenant relations, and contractor/vendor management.

### **Board and Stakeholder Engagement**

- Serve as staff liaison to the Audit Committee and a financial resource to the Board of Directors.
- Provide internal financial support for staff and external support for members, state chapter leaders, and customers.

- Translate and break down complex financial issues clearly for non-financial audiences and stakeholders.

## **Team Leadership**

- Supervise relatively new, geographically dispersed internal staff, including the Director of Accounts Receivable Operations, iMIS Database Manager, and Facilities Maintenance/Mailroom Clerk.
- Oversee the outsourced Controller, who handles payroll, AP, GL, bank reconciliations, journal entries, and month-end close.
- Develop job descriptions, provide performance evaluations, and supply the team with the tools and support necessary to perform their jobs.
- Foster a cohesive team environment through weekly team and subgroup meetings. Provide availability outside regular meeting times to consult with staff on issues that are time-sensitive.

## **Professional Qualifications**

### **Required:**

- Bachelor's degree in accounting or equivalent experience.
- CPA designation required.
- 10+ years as a managerial-level accountant with association and/or non-profit experience.
- Demonstrated knowledge of government grants and generally accepted accounting principles (GAAP).
- Systems experience: Working knowledge of Sage Intacct and iMIS EMS database is highly preferred.
- Supervisory and people management experience.

## **Competencies and Personal Attributes**

- Curiosity and problem-solving skills: Must be willing to dig into systems to figure out how they connect and correct errors effectively.
- Exceptional communication skills with the ability to explain complex financial data to varied audiences.
- Forward-thinking mindset with the ability to challenge the status quo and implement improvements.
- Highly ethical with a high level of integrity; self-motivated, dependable, and detail-oriented.
- Strong time management skills with the ability to manage priorities effectively to meet strict deadlines.
- A collaborative team player who thrives in a non-siloed environment and delivers helpful, cross-departmental support.

## **Compensation**

The annual salary range for this position is capped at \$180,000 - \$200,000, commensurate with experience. Please note: No relocation assistance is provided for this role. ACTE offers an annual bonus plan for up to 5%, based on performance and organizational performance.

### **Robust benefits package including:**

- A 401(k) retirement plan with a 100% match up to 4%, plus a 3% qualified non-elective contribution (7% total employer contribution) with 100% immediate vesting.
- "Gold level" health insurance (CareFirst BlueChoice Advantage) with ACTE covering 90% of employee premiums and 85% of dependent premiums.
- Dental and Vision premiums are 100% fully paid by ACTE.
- Generous paid leave includes 15 days of vacation (growing with tenure), 10 days of sick leave, 3 floating holidays, and up to 4 weeks of paid parental leave.
- Company-paid Life/AD&D, Long Term Disability, and Employee Assistance Program (EAP).

### **Statement of Non-Discrimination**

ACTE is an equal opportunity employer. ACTE does not discriminate based on race, color, sex, sexual orientation, gender identity or expression, creed, religion, age, national origin, disability, marital status, veteran status, citizenship status, genetic information, or any other attribute or characteristic protected by law.

### **Application Process**

The search for the ACTE Chief Financial Officer is being conducted by The Moran Company. Questions about the position can be directed to Jamie Berry, The Moran Company; jamie (at) morancompany.com.

To apply for this position, submit cover letter and resume to Jamie Berry, The Moran Company, via the secure online portal. *Resume should include all professional education and experience, dates of employment (month and year) and position/title and organization names. Cover letter should articulate relevant experience and fit with the stated preferences of the position.* **APPLY NOW**